

UPTON BISHOP PARISH COUNCIL

Councillors are summoned to attend the Annual Meeting of the Upton Bishop Parish Council
on Monday 15 May 2023 at 1900 in the Upton Bishop Millennium Hall

AGENDA

1. **To elect the Chairman of the Council for 2023/2024 and to receive the Chairman's Declaration of Acceptance of Office**
2. **To consider accessing HALC Clerk Cover for the meeting**
3. **To co-opt a Parish Councillor and receive the Declaration of Acceptance of Office**
4. **To elect the Vice Chairman of the Council for 2023/2024 and to receive the Vice Chairman's Declaration of Acceptance of Office**
5. **To receive apologies for absence**
6. **To receive any Declarations of Interest and Written Requests for Dispensations**
7. **To consider the Minutes of the Extraordinary Meeting held on 2 May 2023**
8. **Finance:**
 - 8.1. To consider and approve Annual Accounts to 31.3.23
 - 8.2. To consider the Internal Audit Report 2022/23
 - 8.3. To consider and approve the Annual Governance Statement 2022/23
 - 8.4. To consider and approve the Annual Accounting Statement 2022/23
 - 8.5. To consider and approve the Exemption Certificate 2022/23
 - 8.6. To consider and set the dates for the Exercise of Public Rights
 - 8.7. To review the Asset Register
 - 8.8. To consider the Insurance Policy
 - 8.9. To review Subscriptions & Regular Payments
 - 8.10. To consider any invoices due for payment, including but not limited to:
 - 8.10.1. Millennium Hall Hire, Jan/Feb - £70
 - 8.10.2. Wayne Reed, Lengthsman, Feb/Mar - £980
 - 8.10.3. HALC (4 Apr Clerk Cover & Audit) – £543.12
9. **Policies:**
 - 9.1. **To review Standing Orders and Financial Regulations**
 - 9.2. **To consider and adopt other Policies & Procedures**
10. **Appointments:**
 - 10.1. To consider the appointment of the Footpath Officer
 - 10.2. To consider the appointment of the volunteer website coordinator
11. **Public Participation:**
 - 11.1. To receive a report from the Ward Councillor
 - 11.2. To receive representations from Members of the Public
12. **Recruitment:**
 - 12.1. To consider the recruitment of a new Clerk/RFO
13. **Footpaths:** To receive an update and agree actions as necessary
14. **Website:** To receive an update and agree actions as necessary
15. **To consider items for the next agenda**
16. **To note the date of the next meetings:**
 - 16.1. **30 May** - Annual Parish Meeting (18:00hrs Millennium Hall)
 - 16.2. **4 Jul** – Normal scheduled mtg (19:00 Millennium Hall)

Signed: *M Rusby*
Chairman

Dated: 9 May 23