

UPTON BISHOP PARISH COUNCIL

Councillors are summoned to attend the Annual Meeting of the Upton Bishop Parish Council on Monday 7th May 2024 at 1900 in the Upton Bishop Millennium Hall.

The Public and Press are cordially invited to attend.

AGENDA

1. **To elect the Chairman of the Council for 2024/2025 and to receive the Chairman's Declaration of Acceptance of Office**
2. **To receive apologies for absence**
3. **To elect the Vice Chairman of the Council for 2024/2025 and to receive the Vice Chairman's Declaration of Acceptance of Office**
4. **To receive any Declarations of Interest and written Requests for Dispensations and to remind all Members to check their Register of Interests and update if necessary**
5. **To consider and approve the Minutes of the Ordinary Meeting of the Parish Council held on 2nd April 2024**
6. **Public Participation:**
 - 6.1. To receive a report from the Ward Councillor
 - 6.2. To receive representations from Members of the Public
7. **Finance:**
 - 7.1. To note Bank Balances
 - 7.2. To consider the Insurance Policy
 - 7.3. To review Subscriptions & Regular Payments
 - 7.4. To consider any invoices due for payment, including but not limited to:
 - 7.4.1. £35 – Information Commissioner Office (ICO) – annual registration
 - 7.4.2. £315.12 – HALC payment – clerk cover – 2 Apr 24
 - 7.4.3. £60 inc VAT – Millenium Hall – Hire Feb/Mar 24
 - 7.4.4. £ 75 – Helen Geach – website registrations fees
 - 7.5. To note the following receipts:
 - 7.5.1. £9,313 – 1st Precept receipt of 2024
8. **Assets**
 - 8.1. To review the Asset Register
 - 8.2. To consider the annual health and safety inspection of assets

9. Planning

9.1. To receive an update on planning including Certificates of Lawfulness.

10. Policies, Codes & Procedures:

10.1. To review Standing Orders and Code of Conduct

10.2. To consider review of policies, codes, and procedures

11. Parish Council Roles & Responsibilities.

11.1. To review Parish Council Roles & Responsibilities and agree actions as necessary.

12. Appointments

12.1. To consider the appointment of the Footpath Officer

12.2. To consider the appointment of the volunteer website coordinator

13. To approve the dates, times, and locations of ordinary meetings of the Council for 2024/2025

14. Lengthsman:

14.1. To confirm the Lengthsman for the Lengthsman contract 2024/25.

14.2. To ratify response to the 2024/25 Lengthsman Scheme.

15. Highways: To receive an update and agree actions as necessary

16. Footpaths: To receive an update and agree actions as necessary

17. Website: To receive an update and agree actions as necessary

18. To consider items for the next agenda

19. Chairmans closing remarks.

20. To note the date of the next meeting: Tuesday 4th June 2024

Andrée Mitchell
Clerk to Upton Bishop Parish Council