

ANCASTER, SUDBROOK, AND WEST WILLOUGHBY PARISH COUNCIL

Parish Clerk: Denise Gascoyne 82 Ermine Street ANCASTER NG32 3QP

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13 May 2024

Dear Councillor,

You are hereby summoned to attend the **ANNUAL MEETING** of **ANCASTER, SUDBROOK, AND WEST WILLOUGHBY PARISH COUNCIL** to be held on **20 MAY 2024** immediately after the **ANNUAL PARISH MEETING**.

Denise Gascoyne
Parish Clerk

AGENDA

1. **Election of Chair:** To elect the Chair of the Parish Council and to receive the Chair's Declaration of Office.
2. **Election of Vice-Chair:** To elect the Vice-Chair of the Parish Council and to receive the Vice-Chair's Declaration of Office.
3. **To receive Declaration of Acceptance of Office and Members' Disclosable Pecuniary and other interest** – All Parish Councillors.
4. **Election of Finance Officer:** To elect Finance Officer to oversee accounts.
5. **Apologies for Absence:** To receive and accept apologies for absence where valid reasons have been given prior to the meeting.
6. **To approve and accept** as a true record the notes of the meeting of the Parish Council held on **15 April** and to authorise the Chair to sign the official minutes.
7. **To review and amend** Standing Orders (if necessary) already circulated.
8. **To review and accept** Financial Regulations 2024 already circulated.
9. **To approve and accept** The Asset Register as of 31 March 2024 already circulated.
10. **To approve and accept** the Insurance Policy (part of long-term agreement) and resolve to pay the premium.

11. To elect members to the following Working Groups:

- Planning
- Cemetery/Newton Meadow/Grounds Maintenance
- Finance
- Parish Hall
- Highways/Policing Speed Watch
- Playing Field

12. Finance:

- a. To read out, fill in and sign Section 1 – Annual Governance and Accountability Return (AGAR) 2023/2024.
- b. To accept and Sign Section 2 – Accounting Statement 2023/2024 of the AGAR
- c. To accept Statements of Accounts and authorise the Chair to sign.
- d. To accept the Internal Auditors Report

To start the Ordinary Parish Council Meeting

13. Planning:

- a. S106 Payment – Bellway Homes Wilsford Lane

14. Parish Clerk Update:

- a. Update on cleaning of gates.
- b. Mid UK change of operations.
- c. To discuss the purchase of further ‘white gates’ West Willoughby

15. Correspondence:

- a. ICCM Newsletter April 2024
- b. LALC e-news
- c. Highways Survey
- d. Neighbourhood Policing Team Newsletter
- e. NBB Recycled Furniture
- f. Clerks & Councils Direct
- g. LCC Town & Parish Newsletter April
- h. The Clerk

16. Cemetery/Newton Meadow/Orchard:

- a. Community Orchard – Funding available SKDC
- b. To discuss Open Evening with guests – Community Orchard

17. Finance:

- a. To resolve to approve and accept Bank Reconciliations, Bank Transfers and Cashbook (already circulated) to 30 April 2024 and Chair to sign.
- b. To resolve and accept Retrospective Approval List dated 21.04.24.

- c. To resolve to approve and accept Staff BACS Payments as per the Approval List (already circulated) and authorise the Chair to sign and the Clerk to make the payments.
- d. To resolve to approve and accept other BACS/DD Payments as per the Approval List (already circulated) and authorise the Chair to sign and the Clerk to make the payments.
- e. Hedgehogs R Us Highways Project

18. Training:

- a. Report from Cllr Lovett

19. Date of Next Meeting:

- a. To confirm the next meeting as 10 June 2024 at 7.30pm in the parish hall annexe.