

WINSTER PARISH COUNCIL

NOTICE OF ANNUAL PARISH COUNCIL MEETING: Monday 15th May 2023, Burton Institute, Jubilee Room, Winster

Dear Councillor,

You are summoned to attend the Annual Parish Council Meeting of Winster Parish Council to be held at following the Annual Parish Meeting on Monday 15th May 2023, following the Annual Parish Meeting for the purposes of transacting the business below:

T. Dale

Mrs T. Dale 5th May 2023

Clerk/RFO to Winster Parish Council

Email: clerk@winsterparishcouncil.gov.uk

- AGM
05/01/23 **New Council:**
A: For the existing Chair of Council to stand down and for a new Chair of the new Council to be elected by the members present, and for the person duly nominated and elected to make any necessary arrangements for the handing over of the Chain of Office, keys and any appropriate official documents, papers, etc;
B: For a new Vice-Chair of the new Council to be elected by the members present.
C: Declaration forms to be signed:
i) Declaration of office forms by New Councillors signed
ii) Declaration of office forms by Chair signed
iii) Declaration of office forms by Vice Chair signed
- AGM
05/02/23 **Apologies:**
To consider accepting any apologies for absence.
- AGM
05/03/23 **Declarations of personal or pecuniary interests:**
To record declarations of personal or pecuniary interests from Members as to any items to be discussed and as necessary or appropriate to receive and approve any Members' requests for dispensations on matters in which they have any Disclosable Pecuniary Interests.
- AGM
05/04/23 **Public Participation:** Members of the public will be allowed to speak to the meeting upon items included in the agenda in accordance with Standing Orders and at the discretion of the Chair of the meeting.
- AGM
05/05/23 **Election of the Members to Committee and Working Groups**
i) To elect members and Chair of Finance Committee
ii) Environment, Cemetery, Recreation and Open Spaces working group/s
iii) Traffic and Planning working group
iv) Agree terms of reference
- AGM
05/06/23 **To Elect Representatives to Village Organisations:**
i) Heathcote Charity – two representatives
ii) Winster Church Charities – one representative
iii) Burton Institute Management Committee – three representatives
iv) Winster Playing Fields Association – one representative
v) Winster Pond and Community Orchard Group
- AGM
05/07/23 **Annual Review of Policies and Documents:**
To review and discuss existing policies and documents and resolve to adopt or amend where and as necessary (at this or in subsequent meetings or via appointment of appropriate Committees:
i) Standing Orders
ii) Financial Regulations
iii) Code of Conduct
iv) Burial Ground Policy and fees
v) Equal Opportunity Policy
vi) Data Protection Policy
vii) Freedom of Information Policy
viii) S.137 Policy
ix) Complaints Procedure
x) Model Publication Scheme
xi) Risk Assessment
xii) Health & Safety Policy
- AGM
05/08/23 **Annual Review of Inventory of Land, Buildings and Other Assets:**
A: To review and update the Asset Register. To record all property and land owned by the Council and its location, extent, plan, purchase details, nature of interest, tenancies granted, rents payable and purpose for which held.
- AGM
05/09/23 **Council Ordinary Meetings:**
To confirm that the Council shall continue to hold its Ordinary Meetings in the Burton Institute, Winster (or such other place as specified on the agenda for the appropriate meeting) commencing at 7pm on the first Monday of every calendar month, with the exception of the month of August (*unless this be required to be changed by law or public holiday).

AGM
05/10/23

Minutes of Last Meeting and Matters Relating Thereto:

A: To consider for approval the Minutes of the Annual Parish Council meetings held on 9th May 2022 and to arrange for the Chair of the meeting to sign them as a true and accurate record of the meeting to which they relate.

AGM
05/11/23

Finance:

A: To note the Council's monetary assets: Bank of Scotland, and for the Chair of the meeting to examine, approve and arrange to sign the bank reconciliation and latest current account statements when available.

	Current Account
Balance brought forward 1 st April 2022	£28,747.95
Total Income	£35,134.44
Total Expenditure	£29,318.69
Balance	£34,563.70
Last Statement Balance 31 st March 2023	£34,563.70
Less un-presented cheques	£0
Add uncleared deposits	£0
Available Balance 1 st April 2023	£34,563.70

B: To approve and instruct the payment by cheque, of presented invoiced items, including the following:
See agenda for Ordinary meeting.

- i) WaterPlus – Utilities - £3.01

C: To note the income and receipts of the Council.

Payments received in March

- i) HMRC – VAT Claim - £7,298.75
- ii) Allotment – L Wilson - £60.00
- iii) Jepson Funeral – Burial Ground - £562.00
- iv) Interest payment - £58.65
- v) National Lottery Fund – Coronation - £1,300.00

D: To consider and sign Section 1 of the Annual Governance and Accountability Return Part 3 – Annual Governance Statement 2022/23.

E: To consider and sign Section 2 of the Annual Governance and Accountability Return Part 3 – Accounting Statements 2022/23.

AGM
05/12/23

Payments made by direct debit:

To review note payments made by direct debit.

- i) Derbyshire Dales District Council
- ii) ICO – Information Commissioners' Office
- iii) Personnel Hygiene Ltd
- iv) SSE - Electric
- v) WaterPlus

AGM
05/13/23

Subscriptions:

To review the Councils subscriptions to other bodies:

- i) Membership to institute of Crematorium and Cemetery Management 2023/24
- ii) Membership to the Peak Park Parishes Forum 2023/24
- iii) Membership to Open Spaces 2023/24

AGM
05/14/23

Insurance:

To confirm arrangements for insurance cover in respect of all insurable risks

The following Ordinary Meeting of the Council is currently planned to take place following the Annual Parish Council Meeting at the Burton Institute, Jubilee Room, Winster on Monday 15th May 2023.