

Aubourn and Haddington Parish Council

Members of the Parish Council are summoned to the Annual Parish Council Meeting to be held at the estate office in Aubourn Hall on Thursday 30th May at 7.30pm.

Kerrie Vickers, Parish Clerk. 22.05.2024

AGENDA

Welcome

1.1 Election of Chairman - to elect a Chair for the ensuing year 2024/25 and receive the acceptance of office.

1.2 Election of Vice-Chairman – to elect a Vice Chair for the ensuing year 2024/25

2. Public Time & District/County Councillors Reports - To resolve to suspend standing orders to allow members of the public, District and County Councillors to make comment or ask questions.

3. Present

4. Apologies for absence

5. To receive declarations of interest in accordance with the localism act 2011 and outlined in the councils code of conduct

6. To approve the minutes – to approve the notes of the Annual Parish Council Meeting held 9 May 2023 and the last meeting Parish Council meeting held on 02 April 2024 as minutes.

7. Admission to Meetings Act 1960 - To consider whether the Parish Council will move any items on the agenda to a closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 as per Standing Order 7h. Should this resolution be passed the public and press will be required to leave the meeting at this stage.

8. Review – to review the following items

8.1 Asset register available to view [here](#)

8.2 Standing Orders available to view [here](#)

8.3 To consider the adoption of the new Financial Standing Orders. Previously circulated.

8.4 To review and approve the continued method of payment via bank transfer or cheque as per Financial Standing Orders.

8.5 To review and approve the continued use of payments via Direct Debit as per Financial Standing Orders.

8.6 To review and approve the schedule of regular payments due in relation to a continuing contract or obligation which the council may authorise in advance for the year as per Financial Standing Orders. List circulated.

9. FINANCE

- 9.1 To receive the bank reconciliation.
- 9.2 To authorise payments & note income received. List previously circulated
- 9.3 To note the annual insurance premium.
- 9.4 To note the completion of quarter 4 internal finance check for 2023/24. Previously circulated.

10 Annual Governance and Accountability Return 2023-24

- 1. To receive and note the Internal Audit Report
- 2. To approve and complete the Annual Governance Statement 2023/24 (Section 1)
- 3. To certify, consider, approve and sign the Accounting Statements 2023/24 (Section 2)
- 4. To complete the Certificate of Exemption form – AGAR 2023/24 Form 2

11. Clerks Report

12. Clock Tower

13. New posts for speeding indicator devices

14. Bus shelter repairs

15. Nevile/Summers Charity

16. Parish Councillors's Reports

17. To agree the meeting dates for 2024/25