Armitage with Handsacre

Parish Council

**Samantha La Planche Armitage with Handsacre Village Hall**

**Parish Clerk Shropshire Brook Road**

**Tel: 01543 490004 Armitage, Staffordshire**

**e-mail: samantha.laplanche@armitagewithhandsacre-pc.co.uk WS15 4UZ**

My Ref: AGM0523SUM

12th May 2023

Dear Councillor

You are summoned to attend the Annual Meeting of the Armitage with Handsacre

Parish Council, which is to take place on **Thursday 18th May 2023** at the Village Hall,

Shropshire Brook Road, Armitage at 7:30p.m.

**Public Participation – 10 minutes**

**ANNUAL MEETING AGENDA**

1. Apologies
2. Election of Chairman
3. Election of Vice Chairman
4. All councillors to complete the Declaration of Acceptance of Office and Register of Member Interests forms
5. To consider and agree the minutes of the meeting held on Thursday 27th April 2023
6. The appointment of the sub committees (see form overleaf)
7. To review the Parish Council’s Insurance Policy renewal due 30/07/2023 & Fixed Asset Register
8. To review and approve the Parish Council’s Risk Assessment and Standing Orders for 2023
9. **Financial Matters** – (i) To review and approve the Annual Governance Statement and Accounting Statement for 2022.2023 (ii) To consider the internal auditors report completed on 6th May 2023 (iii) To review and approve the end of year accounts for 2022.2023 (iv) To approve the cheque payments and bank balance for May 2023 (v) To approve the cheque payments for the Village Hall S106 project for May/June 2023
10. **Employment Committee** - To consider the staff vacancies advertised in April/May

Samantha La Planche

Parish Clerk

**1.**

**6. Proposed sub committees for 2023-2027**

|  |  |  |
| --- | --- | --- |
| 1. Planning Committee (4) | Cllr Kirkbride  Cllr Hawkins | Cllr Yearsley |
| 2. Village Hall Committee (4) | Cllr Marshall  Cllr Hodgson | Cllr Bennett  Cllr Hawkins |
| 3. Financial Monitors (2) | Cllr Marshall | Cllr Bennett |
| 4. Bowling Club Committee (1) | Cllr McGill |  |
| 5. Village Brooks Working Group (4) | Cllr Marshall  Cllr Israel | Cllr Kirkbride  Cllr Bennett |
| 6. Village Day Committee (4) | Cllr Yearsley  Cllr Hawkins | Cllr Bennett  Cllr Marshall |
| 7. Churchyard Committee (1) | Cllr Hawkins |  |
| 8. Parish Forum (2) | Cllr Hawkins | Cllr Bennett |
| 9. Employment Committee (3) | Cllr Marshall  Cllr Hodgson | Cllr Bennett  Cllr Hawkins |
| 10. Policies & Procedures (4) | Cllr Hodgson  Cllr Hawkins | Cllr Bennett  Cllr Kirkbride |
| 11. Play Areas (4) | Cllr Hawkins  Cllr Israel | Cllr McGill  Cllr Bennett |
|  |  |  |

**2.**

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**CHEQUE PAYMENTS**

**Date Chq No Description Amount**

**BACS PAYMENTS**

**Date to be paid Description Amount**

22.05 C Leach-La Planche wages May 2023

03.05 Acme Tree Svcs Invoices AC4637 - 792.00

06.05 S La Planche wages April 2023

19.05 Acme Tree Svcs Invoices Ac 4836.4834.4835 - 4199.40

19.05 Black Rose Solutions Ltd invoice210515 - 361.92

19.05 AwH Village Hall rent invoice 010423 - 4225.00

**DIRECT DEBIT**

25.04 HMRC PAYE - 828.91

02.04 British Gas services – Pavilion - 1009.03

02.05 Lichfield District Council May rates - 175.00

**Total - £12591.66**

**CREDITS**

10.05 Allotment Soc & Bowls Club annual rent,Vhall compensation 419.01

**Total £419.01**

**BANK BALANCE**

**as of 12th May 2023**

Cheque Account + 4,336.22

Business Account 30day notice + 245,986.74

Hawksyard Community Building + 216,324.56

War Memorial Account + 3,000.31

**Total + £469,647.83**

**3.**