



West Dean Parish Council

By Order of Cllr Jane Higgins, acting Clerk

 jhigginswdpc@gmail.com

04 May 2023

Dear Councillor,
You are hereby summoned to attend the
ANNUAL PARISH COUNCIL MEETING of
WEST DEAN PARISH COUNCIL MEETING
on **Thursday 11 May 2023 7pm**
in the **King George's Hall**

To transact the following business.

The public and press are welcome to attend.

THE ANNUAL PARISH MEETING WILL NOW BE HELD AT A LATER DATE IN MAY (Agenda 30/23)

AGENDA

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| 19/23 | Election of the Chair and acceptance of office |
| 20/23 | Election of the Vice-chair and acceptance of office |
| 21/23 | Minutes of the Meeting
To resolve to approve who will take the Minutes of the Meeting in the absence of a Clerk. |
| 22/23 | Apologies for Absence |
| 23/23 | Declarations of interest |
| 24/23 | Minutes: to consider approval of the Minutes of the West Dean Parish Council Extraordinary General Meeting held on 19 April 2023 |
| 25/23 | Public Forum |
| 26/23 | To receive a report from Cllr Richard Britton (Wiltshire Council) |
| 27/23 | Governance <ul style="list-style-type: none">• s29(1) of the Localism Act 2011: resolve to confirm Councillors' Register of Interests are published and up to date• Resolve to confirm Councillor's commitment to abide by The Local Government Association's Model Councillor Code of Conduct• Resolve to re-adopt the Standing Orders• Resolve to re-adopt the Financial Regulations• To assign responsibilities to each Councillor including memberships of groups and committees, and representatives to external bodies• To note the grass cutting contract• To note arrangements for the annual RoSPA Play Park safety inspection |

- Annual Subscriptions: WALC/NALC and the ICO
- Resolve to appoint an Internal Auditor for 2023/24

28/23

Finance

- i) To resolve to approve the signatories on the Council's Bank Accounts for which two Councillors must sign any order for payment
- ii) To resolve to approve the Parish Council's Insurance renewal quote (commencing 01 June 2023)
- iii) Annual Governance and Accountability Return 2022/23 Form 2
 - a. To receive and note the Bank Reconciliation ending 31 March 2023
 - b. To receive and note the Internal Auditor's Report
 - c. To consider and resolve to approve the Certificate of Exemption for submission to the external auditor
 - d. To consider and resolve to approve the Annual Governance Statement
 - e. To consider and resolve to approve the Accounting Statements and Explanation of Significant Variances Report
 - f. To resolve to approve the dates for the period of the exercise of Public Rights for the Annual Governance and Accountability Return
- iv) To approve the Cash Flow Report and payments

29/23

Councillors Reports

30/23

Correspondence, AOB, urgent matters

- i) To consider request (on behalf of SSEN) for essential tree and vegetation management at the West Dean Rec Ground.
- ii) To set the date the West Dean Annual Parish Meeting will be held in May
- iii) To agree arrangements for advertising Councillor vacancies

31/23

To consider resolving that Agenda items 32/23 will be closed to members of the public and press under the Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) by reason of the confidential nature of the business to be transacted

32/23

Confidential employment matters

33/23

Date of next meeting

If agreed, the date of the next Meeting for **West Dean Parish Council** will be held on **Thursday 13 July 2023 at 7:00pm** in the **King George's Hall**.