

Whissendine Parish Council

The Annual meeting of Whissendine Parish Council will be held at the Village Hall

**On Monday 13 May 2024 at 19:15hrs**

The press and public are cordially invited, access by rear door please

*Sue Lammin* (Parish Clerk) 3 May 2024

1. Election of Council Officers
2. To take any questions or comments from the public
3. Apologies for absence
4. Declaration of any pecuniary interest in any matter on the agenda
5. To review, amend and agree administrative matters:
  - a. Review Standing Orders for Whissendine Parish Council- no changes recommended
  - b. Confirmation of inventory of land and other assets including office equipment;
  - c. Review of the Council's Financial regulations- no changes recommended;
  - d. Review of annual risk assessment, one minor change recommended;
  - e. Confirmation of arrangements for insurance cover in respect of all insurable risks;
  - f. Review of the Council's subscriptions to other bodies;
  - g. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
  - h. Review of document retention policy.
  - i. Review of the Council's policy for dealing with the press/media;
  - j. Review of the Council's employment policies and procedures and 'Equality and Diversity' Policy;
  - k. Determining the time of ordinary meetings of the Council up to and including the next annual meeting of the Council.
  - l. To review signatories and arrangements for banking mandate and agree any changes.
6. To approve minutes of the meeting held on 8 April 2024
7. Report from County Councillor.
8. Report(s) of meetings attended since 8 April 2024.
9. To consider response to RCC's Nature Recovery Strategy survey
10. Appointments of representatives to outside bodies.
11. Planning matters
  - a. To consider plans not yet determined, received since 8 April 2024.
  - b. Planning updates received.
12. Any issues requiring attention on The Banks, Village Green etc.
13. Highways and village maintenance matters for report
14. Financial Business
  - a. To receive the report of the Internal Auditor on actions in 2023-24 and consider any recommendations.
  - b. Completion of the Annual Governance Statement

- c. To approve the use of BACS payments, within the constraints of the Council's Financial Regulations.
- d. To receive financial report for May 2024.
- e. To consider invoices received since 8 April 2024 and approve payments, as appropriate.
- f. To receive details of s137 spending limit for 2024-25
- g. To consider grant requests from:
  - i. Citizens' Advice Rutland – no specific sum suggested
  - ii. St Andrew's PCC: - £1000 towards upkeep of burial ground

15. Correspondence

Agendas and associated papers and minutes of previous meetings are available at [whissendine.net](http://whissendine.net). Any member of the public may view copies of letters and documents held by the parish council by arrangement with the Clerk: [whisspcclerk@gmail.com](mailto:whisspcclerk@gmail.com)