

Knightwick and Doddenham Parish Council

Council Members are summoned to the Annual Meeting of the Parish Council on Monday 22nd May 2023 at 7.00 pm in the Talbot Hotel, Knightwick.

Prior to the council meeting the Annual Parish Meeting will be held – separate agenda below.

Agenda

1. Welcome by the Chairman of the Parish Council - Cllr G Evans
2. Reports:
 - a) County and District Councillors
 - b) Chairman of the Parish Council
 - c) Annual Statement of Accounts of the Parish Council
 - d) Parish Charities
3. Any other business at the discretion of the Chair

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Prior to the Annual Meeting of the Council newly elected members MUST sign their Acceptance of Office forms.

Agenda *The meeting will be opened by the current chair; Cllr G Evans.*

- 1. To accept nominations and appoint a Chair**
- 2 Apologies for absence and members' declarations of interest.**
- 3. To accept nominations and appoint a Vice-Chair**
- 4. To appoint a representative to the Knightwick Charity Trustees**
(for information; 2022 Cllr F Budden)
- 5. Confirm the Minutes of the meeting of 20 March 2023** - Circulated in advance.
- 6. Financial Matters:**
 - a) Approve the Council's Accounts 2021-22 - Circulated in advance.
 - b) Approve the Council's Exemption Certificate - (Page 3 Annual Return)
Circulated in advance.
 - c) Approve the formal Annual Governance Statement - (Page 5 Annual Return)
Circulated in advance.
 - d) Approve the formal Annual Statement of Accounts - (Page 6 Annual Return)
Circulated in advance.
 - e) Note payment - Council's Insurance Premium – £411.05
 - f) Note payment - Council's Membership Fee WCALC - £256.82 inc vat
 - g) Confirm - Lengthsman Contract with WCC 2023-4 - £2585.65

h) Confirm - Clerk's Salary & Hours - 2023-4 (NALC - SCP13 - £12.97/hr), 242hrs/yr (£261.56/mth)

j) Confirm that the council continues to hold the residual proceeds of the sale of the Village Hall (currently £10575) in trust for 'other charitable purposes or objects for the benefit of the inhabitants of the area'. (£3000 transferred to Precept Support)

7. Planning Matters: None

8. Clerk's report on actions from previous meetings and correspondence received

9. Items for the Next Meeting

10. Confirm the date of the next meeting: 17/07/2023 at 7:00pm In the Talbot Hotel Knightwick.

Clerk to the Council 2/5/22

Richard Timney

