

EASTHAM PARISH COUNCIL

Chairman Paul Arnold, Mike Adams, Stuart Ward, Ian Matravers, Adrian Worsley, Beryl Lewis

To Members of Eastham Parish Council

You are summoned to attend the

Annual Council Meeting of Eastham Parish Council

Tuesday 28 May 2024 in Eastham Memorial Hall at 7.40pm or
after the close of Annual Parish Meeting if later.

Agenda

1. Election of Chairman

- a to elect new Chairman
- b New Chair to sign Declaration of Office.

2. Election of Vice-Chairman

3. Apologies: To receive apologies and to approve the reason for absence.

4. Declarations of Interest:

- a. Register of Interests: Councillors are reminded of the need to update Register of interest forms - to be completed by anyone with new/additional information.
- b. To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
- c. To declare any Other Disclosable Interests in items on the agenda and their nature.
Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the Code of Conduct, must leave the room for the relevant items.
Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

5. Dispensations –

- a. To consider written requests from councillors for the council to grant a dispensation (S33 of the Localism Act 2011) – written requests to be with the clerk prior to a meeting.
- **Dispensations requested**

The Meeting will be adjourned for Public Question Time

The time allocated is at the discretion of the Chairman. Residents are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for future consideration at the discretion of the Chairman. Members of the public may not take part in the Parish Council meeting itself. This period is not part of the formal meeting; brief notes will be appended to the minutes as an aide memoir.

6. Minutes: To consider adoption of the minutes of the Parish Council Meeting held on 26 March 2024

7. Co-Option for Vacancy of a Councillor – to consider any applications

8. Volunteer appointment to role of Footpath Officer

9. Appointment of Representatives to outside bodies

- a. Eastham Memorial Hall representative
- b. Worcestershire County Association of Local Councils Meeting Executive (max 2 Cllrs).

10. Grants to consider: Riverside Fete

11. Insurance review for renewal 1 June 2024 & Payment

12. Notice Board replacement – Highwood & Payment

13. Finances

- a.
 - i. A review of subscription to Worcestershire CALC
 - ii. To consider payments to be made as on list presented at meeting.
- b. To report receipts since last meeting.
- c. To agree Bank Reconciliation & Finance Report to 30 April 2024
- d. Documentation for Financial Year End 2024 The Annual Governance & Accountability Return
 - i. Certificate of Exemption – to agree for the Financial Year 2023-2024 the PC income and expenditure both fall under £25,000
 - ii. To Review the Internal Audit Report – discuss, agree and the payment of the IE invoice
 - iii. Annual Governance Statement & Accounting Statements - to agree PC adherence to requirements & sign
 - iv. Annual Account Statement Return/End of year Accounts 2024 – to agree the accounts and Chairman to sign relevant papers
 - v. Notice of Period of the Exercise of Public Rights – to agree dates
 - vi. Asset register review
 - vii. Reserves as at 31.03.2024
- e. Clerks Salary – note change to monthly payments.
- f. Training for Clerk & Councillors
- g. Transparency Reserve - use for Laptop to be confirmed.

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14. **Clerks report on any Urgent Decisions since last meeting –**
Laptop health check £66; Clerks Salary £649.96, Laptop Purchase £598.99.
15. **Policies to be updated and/ or reviewed**
 - a. Standing orders - to review/ agree
 - b. Reserves Policy review – to review / agree
 - c. Scheme of Delegation - to review /agree
 - d. Code of Conduct - To note continued adherence to the
 - e. Civility & Respect Pledge
 - f. Financial Regulations - Revisions April 2024, review/agree
16. **Planning:**
 - a. Plans received since last meeting -
 - b. Decisions received since last meeting –
M/24/00426/AGR Mr Neil Ward Notice of use Agricultural building for Storage - Withdrawn
 - c. Plans for consideration at this meeting.
17. **WCC Lengthsman Dashboard**
18. **Review Police Charter**
19. **EMVH Village Green Kerbing**
20. **LM report**
 - a. Pipers Brook
 - b. General report
21. **Progress Reports/ updates**
 - a. Road Closures/works – notifications at meeting
 - b. Bridge Damage – any update
 - c. A443 Flooding – any update on any proposed procedures
22. **VAS signs**
23. **Reports on any Meetings attended by Clerk or Councillors**
24. **Correspondence for Information:** as circulated to Councillors.
25. **Councillors reports and items for the next agenda**

Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda to raise items for future agendas. Cllrs are respectfully reminded that this is not an opportunity for debate or decision making.
26. **Date of Next Meeting** 30 July 2024
27. **Meeting Closure**

Signed *Lesley Jenkins*
Email: Easthamparishcouncil@gmail.com

Clerk to Eastham Parish Council
Mobile: 07942 363070

Date 20 May 2024