

# WHITBOURNE PARISH COUNCIL

**Dear Councillors,**

**You are summoned to the Annual Parish Council Meeting of  
Whitbourne Parish Council to be held on Wednesday 4th May 2022 at 7.30pm.**



Kevin Phillips  
Clerk/RFO - 01886 822267, [whitbournepcclerk@outlook.com](mailto:whitbournepcclerk@outlook.com)

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## **AGENDA**

1. Election of Chairman to the Council 2022/23
2. Chairman Declaration of Acceptance of Office
3. Election of Vice-Chairman to the Council 2022/23
4. To accept Apologies for Absence
5. To receive Declarations of Interest
6. To appoint representatives on outside bodies:
  - a. Village Hall
  - b. Playing fields
  - c. Manorial Court
7. To appoint parish officers:
  - a. Tree Warden
  - b. Footpaths
  - c. Pollution
  - d. Transport
8. To approve the Minutes of the Meeting held on: 2nd March 2022
9. Matters arising from minutes
10. To approve Clerk decisions from 22nd March 2022 Clerk consultation meeting
11. To receive report from Ward Councillor
12. To receive the Clerk's Report
13. Financial Matters:
  - a. To receive the internal auditors report
  - b. To approve and sign the Certificate of Exemption
  - c. To complete and sign the Annual Governance Statement (2021/22)
  - d. To approve end of year Accounting Statements (2021/22)

# WHITBOURNE PARISH COUNCIL

- e. To approve bank reconciliation to 31st March 2022
  - f. To approve accounts for payment:
    - i. Clerk Salary Apr/May 22 & HMRC PAYE
    - ii. Clerk Expenses (£40.00)
    - iii. Information Commissioner's Office (£40.00)
    - iv. Internal Auditor (£40.00)
    - v. Village hall (£24.00)
    - vi. Talk Community village hall hire (£40.00)
  - g. To review budget versus spend (2020/2021)
14. To re-adopt the following policies
- a) Standing Orders
  - b) Financial Regulations
  - c) Risk Management
  - d) Complaints procedure
15. To determine grant funding for parish Queen's Platinum Jubilee celebrations
16. To receive reports from: Village Hall, S106, Playing Fields & Manorial Court
17. To determine approach to tree inspections on the village green
18. To determine approach to the patch of land next to the playing fields
19. To report village issues regarding road maintenance, clearance, etc.
20. Public Participation - members of the public are allowed 10 minutes to address the Council
21. Items for future consideration

**Members of the public are welcome to attend our meetings**  
**Date for next meeting: Wednesday 6th July 2022**