

# WHITBOURNE PARISH COUNCIL

Dear Councillors,

You are summoned to the Annual Parish Council Meeting of Whitbourne Parish Council to be held on Wednesday 8th May 2024 at 7.30pm.



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

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## AGENDA

1. Election of Chairman to the Council 2024/25
2. Chairman Declaration of Acceptance of Office
3. Election of Vice-Chairman to the Council 2024/25
4. To accept Apologies for Absence
5. To receive Declarations of Interest
6. To appoint representatives on outside bodies:
  - 6.a. Village Hall
  - 6.b. Playing fields
  - 6.c. Manorial Court
  - 6.d. Community First
7. To appoint parish officers:
  - 7.a. Tree Warden
  - 7.b. Footpaths
  - 7.c. Pollution
  - 7.d. Transport
  - 7.e. Flag officer
  - 7.f. Defibrillator
8. To approve the Minutes of the Meeting held on: 10th April 2024
9. Matters arising from minutes
10. To approve Clerk Consultation decisions
  - 10.a. Signing and returning PCC grant acceptance forms
11. To receive report from Ward Councillor
12. To receive the Clerk's Report
13. Financial Matters:
  - 13.a. To receive the internal auditors report
  - 13.b. To approve and sign the Certificate of Exemption
  - 13.c. To complete and sign the Annual Governance Statement (2023/24)

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- 13.d. To approve end of year Accounting Statements (2023/24)
- 13.e. To approve bank reconciliation to 31st March 2024
- 13.f. To approve accounts for payment:
  - i. Clerk Salary Apr/May 24 & HMRC PAYE
  - ii. Clerk Expenses Mar/Apr 24 (£40.00)
  - iii. Information Commissioner's Office (£40.00), Lengthsman (£108.00)
- 13.g. To review budget versus spend (2023/2024)
- 14. To re-adopt the following policies
  - 14.a. Standing Orders
  - 14.b. Financial Regulations
  - 14.c. Risk Management
  - 14.d. Complaints procedure
  - 14.e. Clerk Scheme of Delegation
  - 14.f. Councillor's Code of Conduct
- 15. To receive reports from: Village Hall, S106, Playing Fields, Manorial Court, Lengthsman Scheme and Community First
- 16. To determine insurance cover for war memorial and bus shelter
- 17. To decide approach for further distribution of SmartWater kits
- 18. To decide approach for the use of the King Charles III official portrait
- 19. To decide Police Community Charter priority areas of concern
- 20. To report village issues regarding road maintenance, clearance, etc.
- 21. Public Participation - members of the public are allowed 10 minutes to address the Council
- 22. Items for future consideration

**Members of the public are welcome to attend our meetings. The date for next meeting: Wednesday 3rd July 2024**