

Donhead St Mary Parish Council



To: All Members of Donhead St Mary Parish Council
You are hereby summoned to attend the
Annual Meeting of the Parish Council
Wednesday 4th May 2022 commencing at 7:30pm
@ New Remembrance Hall, Charlton.
For the transaction of the business shown on the agenda below.

Signed:

Simon Pritchard – Parish Clerk

~ Agenda ~

- 1. Election of Parish Council Chairman for the Municipal Year 2022/23:**
To elect a chairman to serve until May 2023
- 2. Apologies for Absence:**
To receive any apologies for absence
- 3. Declarations of Pecuniary Interests & Dispensations:**
Members are reminded of their obligation to declare any interests in accordance with the Localism Act 2011 and the Council's Code of Conduct.
- 4. Adoption of Minutes:**
To adopt the minutes of last Parish Council meeting held on **Wednesday 2nd March 2022**
- 5. Appointment of Reps / Portfolios 2022/23:**
 - New Remembrance Hall Committee Representative:
 - Sports Club Representative:
 - Memorial Fields Representative / Trustees (chair ex officio):
 - Wiltshire Council Area Board:
 - Wiltshire Council CATG (highways and footpaths):
 - Footpaths / Rights of Way:
 - S.I.D Coordinator:
 - Highway Matters:
 - Local Planning & Development (What is this? – is it needed?)
 - Flood Warden:
 - Civil Contingencies:
 - Snow Warden:
 - Litter Management (Needed?)
 - Playgrounds:
 - Alzheimer Group:
 - AONB Rep:
 - Any other?....

6. ADPTION OF COUNCIL POLICY DOCUMENTS:

To receive and adopt / re-adopt the council's policies

- A. The Code of Conduct**
- B. Standing Orders**
- C. Financial Regulations**
- D. Grant Awarding Policy**
- E. FOI Policy & Publication Scheme**

7. PARISH COUNCIL FINANCE:

A. 2022/23 - List of Payments Made to Date:

To receive a list of all payments made since 1st April 2022

B. 2022/23 - Budget Vs Spend to Date:

To receive the latest budget vs spend to date and any verbal report from the Clerk

C. End of Year Outturn 2021/22:

To receive the end of year outturn

D. Payments to be Authorised:

- 1. R&S Consultants - Topographic Site Survey - £300.00**
- 2. S. Pritchard – WFHA & Travel: Nov 21 to April 22 - £167.70**

E. Local Government Pay Scales 2021/22:

To receive and note the pay scales that have just been published for 2021/22

8. Assets Register 2022:

To receive and adopt the assets register

9. Risk Assessment 2022:

To receive and adopt the risk assessment for 2022/23

10. WALC Annual Membership Renewal 2022/23:

To consider maintaining membership of the Wiltshire Association of Local Councils and approving payment of fee (£435.74 last year)

11. Insurance Renewal 2022:

To receive and approve the policy schedule and payment of premium.

12. END OF YEAR AUDIT:

A. Internal Audit Report 2021/22:

To receive the Council's Internal Audit result and consider any recommendations.

B. Annual Governance Statement 2021/22:

To consider & approve the council's Annual Governance Statement

C. Accounting Statement 2021/22:

To receive and approve the annual Accounting Statement

D. Confirmation of Public Rights Dates:

To confirm that the dates for the public right of inspection will be Monday 13 June to Friday 22 July 2022

13. Renewal of South Western Ambulance Service Defibrillator Scheme

To resolve on the renewal of scheme for four years at a total cost of £1,800 plus VAT