

# BOYLESTONE PARISH COUNCIL

To: The Chair and Members of Boylestone Parish Council

You are hereby summoned to attend the Annual Meeting of Boylestone Parish Council, to be held:

On: 7:00 pm on Thursday 16<sup>th</sup> May 2024

At: Boylestone Village Hall

Yours sincerely,

Peter Bambury  
Clerk to the Parish Council

## **AGENDA**

### **1. To receive apologies for absence**

### **2. Declaration of Members' interests**

To receive declarations of disclosable pecuniary interests and personal and prejudicial interest from members on matters to be considered at the meeting in accordance with the Localism Act 2011 (sections 30 – 33). Also to consider any previously notified applications for dispensation of such declarations in accordance with section 33 of the Act.

### **3. Election of Officers**

- (a) Chair
- (b) Vice Chair
- (c) Signing of Declaration of Acceptance forms

### **4. Public Speaking**

A period of not more than 10 minutes will be made available for members of the public to comment or ask questions on Parish Council matters.

If the Police Liaison Officer, a County Council or District Council Member is in attendance, members of the public will be given the opportunity to raise any relevant matter. Discussion of Police matters will be restricted to matters relevant to the parish of Boylestone.

**5. Previous minutes**

To approve the minutes of the Ordinary Parish Council Meeting held on 21<sup>st</sup> March 2024

**6. Exclusion of the public**

In accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960, to determine which items of the Agenda should be taken with the public excluded.

If the Council decides to exclude the public, the following resolution will be made:

*“That in view of the specific nature of the business about to be transacted the Council considers, in the public interest, that the press and public be temporarily excluded, and they are therefore instructed to withdraw”*

**7. Review of representatives on external bodies**

**8. Review of Councillor responsibilities**

**9. Review of adopted policies**

- (a) Financial Regulations
- (b) Councillor Co-option Policy
- (c) Minutes Publication Policy

**10. Review of assets inventory**

**11. Confirmation of insurance cover**

**12. Review of subscriptions**

**13. Adoption of Standing Orders (documents previously circulated)**

**14. Working Groups (documents previously circulated)**

- (a) Adoption of Working Group Policy
- (b) Formation of Ditch Maintenance Working Group

**15. Parish Councillor vacancy**

To review the situation following the expiry of the closing date for applications

**16. Parish Council website**

To consider submissions received (report previously circulated)

**17. Internal audit and AGAR**

- (a) To receive and consider the 2023-24 report of the Parish Council's internal auditor
- (b) To determine whether the Parish Council, as a smaller authority, wishes to claim exemption from a 2023-24 limited assurance review
- (c) To consider approval of the Parish Council's 2023-24 Annual Governance Statement
- (d) To consider approval of the Parish Council's 2023-24 Accounting Statements

**18. Clerk Performance Review**

To authorise the Chair to undertake the review

**19. Other business agreed by the Chair**

**20. Meeting dates for 2024-25**

To determine the programme of dates for meetings