

WHESOE PARISH COUNCIL

You are summoned to attend the ANNUAL MEETING of WHESOE PARISH COUNCIL which will be held on MONDAY 22ND MAY 2023 at 7 PM in WHESOE PARISH HALL, Harrowgate Village, DL1 3AA for the purpose of transacting the business listed in the agenda below.

AGENDA

Item	Subject	Owner	Time
1	Election of Officers: <ul style="list-style-type: none"> Chair and vice-chair Hall Committee Social Committee Staffing Committee 	All All All All	5 mins 5 mins 5 mins 5 mins
2	Introductions: <ul style="list-style-type: none"> Apologies: to receive apologies and approve reasons for absence. 	SG	5 mins
3	Public participation: <ul style="list-style-type: none"> Residents are invited to give their views and comments to the Parish Council on issues on this agenda. Co-option of Councillor for Whessoe Ward. 		
4	Declarations of interest: <ul style="list-style-type: none"> Councillors to complete Declaration of Acceptance of Office and Register of Interests if not already completed. To notify of any item on the agenda in which you may have an interest. 	All	10 mins
5	Minutes of meeting held on 27th March 2023: <ul style="list-style-type: none"> To approve and sign the minutes as an accurate record. Update on action points. 	All Clerk	15 mins
6	Planning: <ul style="list-style-type: none"> Planning Application 23/00362/FUL – erection of a detached garage and ancillary work at 78 Beaumont Hill. Hybrid Planning Application - 22/01342/FULE - Burtree Garden Village Phase 1 – letter sent to Councillors 5th May by developer. Log of current planning applications – to note the latest position. Traffic issues on Burtree Lane and A167. 	All All Clerk	10 mins 10 mins 5 mins
7	Parish Councillor vacancies:		
8	Clerk and Responsible Finance Officer: <ul style="list-style-type: none"> Staff Committee Update. 	DW	5 mins
9	Finance: <ul style="list-style-type: none"> Quarterly Audit Report. Bank Mandate - update End of Year Financial and Budget Statement 2022-23. Transactions exceeding £100. Asset Register – to review and approve the register. To approve the direct debits for the year. Bank Reconciliation March and April 2023. Financial and Budget Statement 2023-24. 	TM Clerk Clerk Clerk All All FM/SD Clerk	30 mins

	<ul style="list-style-type: none"> • Transactions exceeding £100. 	Clerk	
10	Annual Governance & Accountability Return 2021-22: <ul style="list-style-type: none"> • Internal Audit – to receive and note the internal audit report. • To approve the Annual Governance Statement and Accounting Statements. • To approve the AGAR 2022-23. 	Clerk All All	20 mins
11	Insurance: <ul style="list-style-type: none"> • To note - our current insurance runs until June 2025. 		
12	Review and approval of Council protocols and policies: <ul style="list-style-type: none"> • Complaints Procedure • Data Protection Policy • Disciplinary Policy • Equal Opportunities Policy • Fire Risk Assessment • FOI Publication Scheme • Grievance Policy • Health and Safety Risk Assessment • Key Holding Policy • Record Management, Retention and Disposal Policy • Social Media Policy 	Clerk	10 mins
13	Correspondence: <ul style="list-style-type: none"> • Clerks and Councils Magazine 	Clerk	5 mins
14	Events and Training: <ul style="list-style-type: none"> • Feedback from Meetings/Events/Training • Future Training 	All Clerk	10 mins
15	Marketing and Social Media: <ul style="list-style-type: none"> • Newsletter/One Darlington 	Clerk	5 mins
16	Whessoe Parish Hall Committee: <ul style="list-style-type: none"> • Update from Parish Hall Committee • Contracts - update • Hall Bookings – update 	DW Clerk Clerk	10 mins
17	Social Committee: <ul style="list-style-type: none"> • Update from the Social Committee. 	FM	5 mins
18	Date of future meetings: <ul style="list-style-type: none"> • Discussion about frequency and dates. 	All	10 mins

CONTACT

Signed:

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The Press and Public are very welcome to attend this meeting.