

WHESSOE PARISH COUNCIL

You are summoned to attend the ANNUAL MEETING of WHESSOE PARISH COUNCIL which will be held on WEDNESDAY 22ND MAY 2024 at 7 PM in WHESSOE 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
	Safer Communities Officer – Presentation by Sean Duffield (DBC)		
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. 		
4	Declarations of interest: <ul style="list-style-type: none"> To notify of any item on the agenda in which you may have an interest. 	All	
5	Minutes of meeting held on 25th March 2024: <ul style="list-style-type: none"> To approve and sign the minutes as an accurate record. Update on action points. 	All Clerk	10 mins
6	Planning: <ul style="list-style-type: none"> To consider any planning applications delivered before the meeting. Log of current planning applications – to note the latest position. Traffic issues on Burtree Lane and A167. 	Clerk	5 mins
7	Parish Councillor vacancies: <ul style="list-style-type: none"> Currently none. 		
8	Clerk and Responsible Finance Officer: <ul style="list-style-type: none"> Staff Committee Update. 	SP	5 mins
9	Finance: <ul style="list-style-type: none"> Quarterly Audit Report. End of Year Financial and Budget Statement 2023-24. Transactions exceeding £100. 	TM Clerk Clerk	30 mins for all items

	<ul style="list-style-type: none"> • Asset Register – to review and approve the register. • To approve the direct debits for the year. • Bank Reconciliation March and April 2024. (8/4/24 and) • Financial and Budget Statement 2024-25. • Transactions exceeding £100. 	All All FM/SD Clerk Clerk	
10	Annual Governance & Accountability Return 2023-24: <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 2023-24. 	Clerk All All	20 mins
11	Review and approval of Council protocols and policies: <ul style="list-style-type: none"> • Risk Management Policy and Risk Register • 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 	SG Clerk	5 mins 15 mins for all items
12	Correspondence: <ul style="list-style-type: none"> • Clerks and Councils Magazine • Village Halls Week 2025 – is there an interest in doing something for this? 	Clerk All	5 mins 5 mins
13	Events and Training: <ul style="list-style-type: none"> • Feedback from Meetings/Events/Training • Future Training 	All Clerk	10 mins
14	Marketing and Social Media: <ul style="list-style-type: none"> • Newsletter 	Clerk	5 mins
15	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
16	Social Committee: <ul style="list-style-type: none"> • Update from the Social Committee. 	FM	5 mins
17	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.