



UPTON

PARISH COUNCIL

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CLERK: Nina L. Villa LLb (Hons)

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Dear Councillor,

You are hereby summoned to attend the Annual Meeting of Upton Parish Council which will be held at St Crispins Community Centre on Tuesday 7th May 2024 on completion of the Annual Parish Meeting. The business to be transacted is detailed below. Press and Public welcome.

Signed on original

Nina L. Villa LLb (Hons)
Parish Clerk
30th April 2024

1. **ELECTION OF CHAIRMAN**

To elect a Chairman for the ensuing municipal year.

2. **ELECTION OF VICE CHAIRMAN**

To elect a Vice Chairman for the ensuing municipal year.

3. **PUBLIC SESSION**

Members of the public are invited to address the meeting on agenda items (15 minutes maximum)

4. **APOLOGIES FOR ABSENCE**

To receive apologies for absence

5. **DECLARATIONS OF INTEREST**

Localism Act 2011 and the relevant authorities (DPI) regulations 2012 – Members are asked to declare any pecuniary or prejudicial interests pertaining to items on the agenda.

6. **MINUTES OF PREVIOUS MEETINGS**

To approve the minutes of the meeting held on 2nd April 2024 and authorise the Chairman to sign the same - **ATTACHED**

7. **ACTION SHEET**

To note the action sheet - **ATTACHED**

8. **FINANCE / PAYMENTS DUE**

a) To receive the report of the Internal Auditor – **TO FOLLOW**

- b) To note the Year End Bank Reconciliation – **ATTACHED**
- c) To receive and approve the year end accounts for 2020/21 and to confirm the earmarked reserves, including CiL funds, as listed – **TO FOLLOW**
- d) To approve the Annual Governance Statement for the Year Ending 2023/24 – **TO FOLLOW**
- e) To consider and approve the Accounting Statements for the Year Ending 2023/24 – **TO FOLLOW**
- f) To approve the continuation of the Direct Debit for the Parish Council access to Bankline (amount varies each month)
- g) To confirm dates for the Exercise of Public Rights as Monday 3rd June 2024 to Friday 12th July 2024
- h) To review the Council's insurance and confirm renewal - **ATTACHED**
- i) To approve the following payments:

Invoice Number	Payee / Reason	Amount
	LGPS	£543.02
	Clerk – salary for April	£1099.22
	HMRC	£1017.97
	Clerk Expenses	£61.20
	Insurance (if approved above)	£1592.39
	Sandra Bemrose - Hospital Books	£180 (12 x £15)

9. PLANNING / TRAFFIC / ENVIRONMENTAL MATTERS

- a) To consider any current planning applications for the Parish (if applicable) and to note the Council objected to application 2024/1446/FULL 12 High Street, Upton

10. WEBSITE AND MARKETING / WORKING GROUP

To receive an update on website maintenance and the progress of various projects being undertaken by the Working Group including considering the following:

- a) b) To note the results of the graves survey (previously circulated) and to delegate authority to the working to engage with WNC to share survey and agree next steps

11. EXCLUSION OF PRESS AND PUBLIC

To resolve that members of the press and public be excluded from the following item under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1(2)) during consideration of items of a confidential nature.

12. APPOINTMENT OF NEW PARISH CLERK

- a) To receive an update from the Recruitment Panel on the recruitment process
- b) To approve the preferred candidate, Ms Emma Needham, as the new Parish Clerk and Responsible Financial Officer at SCP point 28 commencing on 1st June 2024
- b) To authorise the Parish Clerk to add the newly appointed Clerk as a bank signatory with relevant administrator access to Bankline