

BROMSBERROW PARISH COUNCILwww.bromsberrowpc.co.uk

Public Notice is given of
The Annual Meeting of Bromsberrow Parish Council
To be held immediately after the Annual Parish Meeting on Tuesday 28 May 2024
At Bromsberrow Village Hall, Albright Lane, Ledbury, HR8 1RU for the transaction of
business on the following agenda

Members of the public and press are invited and encouraged to attend the meeting.

To all members of the Parish Council:

You are summoned to attend the Annual Meeting of Bromsberrow Parish Council to be held immediately after the Annual Parish Meeting on **Tuesday 28 May 2024** at **Bromsberrow Village Hall** for the transaction of business on the following agenda.

Signed

Daniel Hinde

Daniel Hinde

Parish Clerk and Responsible Financial Officer
Bromsberrow Parish Council
Email: clerk@bromsberrowpc.co.uk
21/05/2024

ANNUAL MEETING OF BROMSBERROW PARISH COUNCIL AGENDA

28.05.24.1	To elect Chairman and Vice Chairman, including signing Acceptance of Office forms
28.05.24.2	To receive and approve apologies for absence and confirm meeting is quorate
28.05.24.3	To receive comments from the public on agenda items below - no decisions will be made on issues raised. Any items requiring decisions will be added to the agenda for the next meeting (NB Councils cannot lawfully decide items of business that are not specified on the agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)
28.05.24.4	To receive declarations of interest for items on the agenda below, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)
28.05.24.5	To confirm and sign the Minutes of the Parish Council Meeting held on 26 th March 2024 and the extraordinary meetings held on 11 th April 2024 and 10 th May 2024
28.05.24.6	To receive the Clerk's Report
28.05.24.7	To receive a report from the District Councillor
28.05.24.8	To receive a report from the County Councillor

28.05.24.9	Finance, all documents circulated prior to the meeting <ul style="list-style-type: none"> a) To approve payment May 2024 Payment List/those paid since last meeting, to note receipts and agree actions <table border="1" data-bbox="550 340 1385 421"> <tr> <th>Customer</th><th>Price</th></tr> <tr> <td>GAPTC (Internal Audit)</td><td>£180</td></tr> </table> b) To approve bank reconciliation up to 30th April 2024 c) To approve budget monitoring report up to 30th April 2024 d) To review bank signatories 	Customer	Price	GAPTC (Internal Audit)	£180
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GAPTC (Internal Audit)	£180				
28.05.24.10	To review AGAR 2023/24 and Associated Documents <ul style="list-style-type: none"> a) To approve the annual accounts and bank reconciliation for Year End 31 March 2024 b) To receive the Internal Auditors Report c) To discuss registering as exempt from External Audit and signing certificate of Exemption d) To complete and sign the Annual Governance Statement 2023/24 – Section 1 on AGAR e) To approve and sign the Accounting Statements 2023/24 – Section 2 on AGAR f) To Review the explanation of variances g) To agree dates for the exercise of public rights to inspect accounts 				
28.05.24.11	To receive update on Parish Council procedures and resolve to agree actions <ul style="list-style-type: none"> a) To review subscriptions to other bodies b) To approve Parish Council Meeting Dates for 2024/25 				
28.05.24.12	To review the following documents and agree actions: <ul style="list-style-type: none"> a) Code of Conduct b) Complaints Procedure c) Data Protection Policy d) Asset Register e) Risk Management Strategy f) Grants and Donations Policy g) Publication Scheme 				
28.05.24.13	To review Standing Orders and adopt amendments				
28.05.24.14	To adopt the internal control review document.				
28.05.24.15	To consider the adoption of the 2024 model Financial Regulations				
28.05.24.16	To approve monthly payment of clerks salary throughout the year based on regular core hours, any extra hours to be authorized.				
28.05.24.17	To discuss the purchase of cleaning materials for the war memorial and agree actions				
28.05.24.18	To receive an update on the new Noticeboard and agree actions				
28.05.24.19	To receive an update on the progress of the land grab and agree actions				
28.05.24.20	To review, follow up and seek resolution of unresolved Quarry matters, including planning compliance and ROMP matters				
28.05.24.21	To authorize over time hours completed by the clerk and to discuss clerks contracted terms in a confidential session				

Please be aware this meeting may be filmed or recorded

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, race, gender, sexual orientation, faith, marital status and disability); Crime and Disorder (Section 17); Health and Safety; and Human Right.