

VERNHAM DEAN PARISH COUNCIL

Chairman: Councillor John Hale

Clerk: Mrs Miriam Edwards

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SUMMONS issued under LGA 1972, Sch 12 para 10(2)(a)

ANNUAL MEETING OF THE PARISH COUNCIL

I hereby give notice to the Councillors that the annual meeting of Vernham Dean Parish Council will be held on **Monday 13th May 2024 at 6.00pm** in The Millennium Hall, Vernham Dean at which your presence is required.
(The Annual Parish Assembly will follow at 7.30pm).

Members of the Press and Public are encouraged and entitled to attend

Any questions for the Council can be emailed in advance to clerk@vernhamdean-pc.gov.uk

AGENDA

1. TO ELECT A CHAIRMAN OF THE COUNCIL
2. TO ELECT A VICE CHAIRMAN OF THE COUNCIL
3. TO RECEIVE DECLARATIONS OF ACCEPTANCE OF OFFICE FROM THE CHAIRMAN & VICE CHAIRMAN OR IF NOT THEN RECEIVED, TO DECIDE WHEN THEY SHALL BE RECEIVED
4. TO AGREE COUNCILLORS' RESPONSIBILITIES FOR THE MUNICIPAL YEAR 2024/25
5. TO COMPLETE THE ANNUAL UPDATE OF REGISTER OF INTERESTS
6. TO AGREE A CHAIRMAN'S ALLOWANCE
7. TO INSPECT ANY DEEDS AND TRUST INVESTMENTS IN THE CUSTODY OF THE COUNCIL AS REQUIRED.
8. TO DETERMINE THE TIME AND PLACE OF ORDINARY MEETINGS OF THE COUNCIL UP TO AND INCLUDING THE NEXT ANNUAL MEETING.

* Reviews of standing orders & financial regulations, policies & procedures, assets & land, are carried out at other meetings during the municipal year. Consideration of subscriptions falling to be paid annually is made during budget setting.

9. **Apologies for Absence** – to receive apologies

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10. **Declarations of Interest** – to receive from councillors any declarations of interest relating to items on the agenda, requests for dispensations, in accordance with the Council’s code of conduct.
11. **Minutes of the Previous Meeting** – To approve, propose, second and sign the minutes as a true record of the parish council meeting held on 11th March 2024.
12. **Actions Arising** from previous minutes (for information only)
13. **Public Participation** – to receive any questions or petitions (for information only)
14. **Vacancy for a Councillor**
15. **Planning** – to discuss any planning matters and recent applications to TVBC
 - 24/00574/TPON | Longmeadow, High St, Vernham Dean | T11 – Oak – Remove lower branches growing from trunk by up to 3m, T13 – Ash – Reduce height by up to 5m, T14 – Sycamore – Reduce canopy by up to 5m and remove lower branches growing from trunk by up to 4m. Decided prior to the meeting, subject to conditions.
16. **Councillors’ Updates** – to discuss any matters arising since the last meeting on 11th March 2024
17. **Clerk’s Report & any correspondence**
 - confirmation of acceptance of mowing contract with Scofell for 2024/25
18. **Annual Governance & Accountability Return 2023/24**

To approve the following:

 - the Annual Governance statement in section 1 of the AGAR and to accept any recommendations or actions put forward by the internal auditor, and the Clerk and Chairman signing section 1 of the AGAR
 - that the statement of accounts contained in section 2 of the AGAR represented fairly the financial position of the Council
 - approve that Council’s accounts, and for the Responsible Financial Officer and Chairman to sign section 2 of the AGAR
 - the annual internal audit report, together with any comments or recommendations arising from the internal audit.
 - agree the dates for the Notice of Public Rights from 3rd June to 12th July
 - councillors to confirm there are no conflicts of interest with the external auditors BDO LLP
19. **Performance Monitoring**
 - to review the effectiveness of the internal audit for 2023/24 and adopt any recommendations as required to meet statutory financial obligations
 - to appoint an internal controller for the financial year 2024/25

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- to appoint an internal auditor for the financial year 2024/25

20. **Finance** – payments made since the last meeting & end of year position

21. **Next meeting** – the next ordinary meeting of the Parish Council is due to be held on Monday 8th July 2024

8th May 2024

Distribution: Cllrs Hale, Butt, Christy, Drury, Palmer, Seymour, Watkins

Borough Cllr: P North **County Cllr:** K North

Copies to noticeboard and website: www.vernhamdean-pc.gov.uk