

# BODDINGTON PARISH COUNCIL

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Chair: Cllr G Robins  
Clerk: Mrs R Metcalfe  
E-mail: [boddingtonpc@gmail.com](mailto:boddingtonpc@gmail.com)

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## **The Annual Meeting of Boddington Parish Council will be held at Cheltenham West Community Fire Station Thursday 11 May 2023**

To: All members of the Parish Council:

You are hereby summoned to attend the Annual Meeting of Boddington Parish Council to be held at Cheltenham West Community Fire Station on Thursday 11th May 2023 following the Annual Parish meeting which commences at 7.00pm.

*Rebecca Metcalfe*

Clerk to the Council

04/05/2023

### **ANNUAL MEETING OF BODDINGTON PARISH COUNCIL MEETING AGENDA**

- 1 To elect Chairman and Vice Chairman and Acceptance of Office forms to be signed.
- 2 The Chairman will formally ask if anyone is intending on recording or filming the meeting
- 3 The Chairman will officially welcome Rebecca Metcalfe into the Clerks position
- 4 To receive comments from the public – no decisions will be made on issues raised. Any items requiring decisions will be added to the agenda of the next meeting
- 5 To note apologies for absence
- 6 To receive declarations of interest for items on the agenda below, (Localism Act 2011) and to confirm the meeting quorate.
- 7 To confirm and agree Minutes of the Parish Council Meeting held on 2 February 2023
- 8 To discuss co-option & vacancy left by Cllr Robins & agree actions
- 9 To receive Clerks Report and agree actions
- 10 To receive Borough Councillors Report
- 11 To receive County Councillors Report
- 12 **Finance, all documents to be circulated prior to the meeting:**
  - a) To approve the annual accounts and bank reconciliation for Year End 31 March 2023
  - b) To receive the Internal Auditors Report
  - c) To discuss registering as exempt from External Audit and signing Certificate of Exemption on part 2 of AGAR
  - d) To approve the Annual Governance Statement 2022-23 (AGAR Section 1) for external auditors PKF Littlejohn
  - e) To approve Accounting Statement 2022-23 (AGAR Section 2) for external auditors, PKF Littlejohn
  - f) To agree dates for the exercise of public rights to inspect accounts
  - g) To review bank signatories and agree actions
- 13 To receive update on Parish Council procedures and resolve to agree actions:

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- a) To review subscriptions to other bodies and agree actions
  - b) To confirm arrangements of insurance cover in respect of all insured risks
  - c) To approve Parish Council Meeting Dates for 2023/24
- 14 To review the following council policies:
- a) Standing Orders
  - b) Financial Regulations
  - c) Complaints Procedure
  - d) Data Protection and Freedom of Information
  - e) Publication Scheme
  - f) Grants and Donations Policy
  - g) Asset Register
- 15 To consider the adoption of the code of conduct recommended by Tewkesbury Borough Council and agree actions
- 16 To Receive an update on footpaths and agree actions
- 17 To discuss the internal control procedure completed in March 2022 and agree actions
- 18 To receive an update on Neighbourhood Watch and agree actions
- 19 To elect a public rights of way officer
- 20 To Receive items for the next meeting agenda
- 21 To discuss pension arrangements for the temporary clerk in a confidential session and agree actions
- 22 Date of Next Meeting: 3 August 2023 7pm