

# BODDINGTON PARISH COUNCIL

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

## The Annual Meeting of Boddington Parish Council will be held at Cheltenham West Community Fire Station Thursday 9 May 2024

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 9th May 2024 following the Annual Parish meeting which commences at 7.00pm.

Michelle Hinde

Clerk to the Council

02/05/2024

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

- 09.05.24.1 To elect Chairman and Vice Chairman and Acceptance of Office forms to be signed.
- 09.05.24.2 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
- 09.05.24.3 To note apologies for absence
- 09.05.24.4 To receive declarations of interest for items on the agenda below, (Localism Act 2011) and to confirm the meeting quorate.
- 09.05.24.4 To confirm and agree Minutes of the Parish Council Meeting held on 15 February 2024
- 09.05.24.5 To receive Clerks Report and agree actions
- 09.05.24.6 To receive Borough Councillors Report
- 09.05.24.7 To receive County Councillors Report
- 09.05.24.8 **Finance, all documents to be circulated prior to the meeting:**

- a) To approve payment of May 2024 payment list below and those paid since last meeting, to note receipts and agree actions

Customer	Price
GAPTC Subscription	£68.10

- b) To approve bank reconciliation up to 30<sup>th</sup> April 2024
- c) To approve budget monitoring report up to 30<sup>th</sup> April 2024
- d) To review bank signatories

09.05.24.9 **To Review AGAR 2023/24 and Associated Documents**

- 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 on part 2 of AGAR
- d) To approve the Annual Governance Statement 2023-24 (AGAR Section 1) for external auditors PKF Littlejohn

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- e) To approve the Accounting Statement 2023-24 (AGAR Section 2) for external auditors PKF Littlejohn
  - f) To agree dates for the exercise of public rights to inspect accounts
- 09.05.24.10 **To receive update on Parish Council procedures and resolve to agree actions:**
- 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 2024/25
- 09.05.24.11 **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
  - h) Internal Control Procedure
- 09.05.24.12 To Receive an update on footpaths and agree actions
- 09.05.24.13 To discuss Roads and Highways
- 09.05.24.14 To discuss a community first aid course
- 09.05.24.15 To discuss flooding and agree actions
- 09.05.24.16 To Receive items for the next meeting agenda
- 09.05.24.17 To discuss clerk salary in a confidential session and agree actions
- 09.05.24.18 Date of Next Meeting: 1<sup>st</sup> August 2024

***Please be aware this meeting may be filmed or recorded***