

Old Weston Parish Council

To Members of the Council

You are hereby summoned to attend the **Annual Meeting of Old Weston Parish Council to be held on Tuesday 14th May 2024, 7:30pm at Old Weston Village Hall** for the purpose of transacting the following business.

Members of the Press and Public are invited to attend and participate. If you wish to address the Council please inform the Chairman prior to the meeting.

L Hazel, Clerk Old Weston Parish Council, May 2nd 2024

AGENDA

- 298 Chairmans Welcome
- 299 To Elect the Chair of the Parish Council for the year May 2024 – April 2025
- 300 To Elect the Vice Chair of the Parish Council for the year May 2024 – April 2025
- 301 To receive apologies and reasons for absence
- 302 Councillor's Declaration of Interests in any item on the agenda
- 303 Public and press participation session with respect to items on the agenda
- 304 Communication from District and County Councillors
- 305 To approve the minutes of the meeting held on 12th of March 2024
- 306 To consider matters arising from the previous minutes
 - Fire Authority Meeting - Update
 - Note Kings Portrait has been received
 - RAF Day - Update
- 307 Annual Review and Adoption of Statutory Documents, Appointments and Policies as per Standing Order
 - a) Review and adoption of Standing Orders
 - b) Review and adoption of Financial Regulations
 - c) Review of representation on or work with external bodies and arrangements for reporting back
 - d) Review of the Council's and/or staff subscriptions to other bodies - CAPALC, SLCC, ICO
 - e) Review of the Council's Complaints Procedure
 - f) Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation
 - g) Review of the Council's policy for dealing with the press/media
 - h) Review of the Council's employment policies and procedures
- 308 To agree Councillors Responsibilities

- 309 Planning
- 24/00745/CLPD | Lawful development certificate for proposed use of building as a children's home within Use Class C2 | Longland House Brington Road Old Weston Huntingdon PE28 5LP - Consider Parish Council Response.
- 310 Resolve to Review and Adopt following policies:
- Risk Register
 - Grievance and Disciplinary Policy
- 311 Website / Email - Update
- 312 Finance & Administration:-
- a. Update Status of the AGAR (Audit and General Accounting Regulations) for financial year 2023/24
 - Approve Cashbook and Bank Reconciliation up to 31st March 2024 - Year End
 - Approve the Annual Governance Statement 2024 - Section One
 - Approve the Annual Governance Statement 2024 - Section Two
 - Approve Asset List
 - b. Note payments made since last meeting / current bank balance.
 - c. Note CAPALC + SLCC Annual Affiliation Renewal Fees
 - d. Closure of Barclays Bank Update
 - e. Note CIL payments
- 313 Annual Review of Financial Matters + Assets
- a. Review and approve councillors as bank signatories for the council's bank account.
 - b) Review and approve current Direct Debit payments / Standing Orders
 - c) To consider and appoint the Internal Auditor for 2024/25
 - d) Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - e) Review of the Council's expenditure incurred under S137 of the Local Government Act 1972
- 314 Any other Business for information only
- 315 Date of next meetings: 9th July, 10th September, 12th November.
- As per Standing Order agree dates for full council meetings up to and including the next annual meeting of the Council - 2025 - 14th Jan, March 11th, May 13th, July 8th, Sept 9th, Nov 11th.