

# SIMONSTONE PARISH COUNCIL

www.simonstone.org.uk

Members of Simonstone Parish Council are summoned to attend the **Annual Meeting of the Parish Council** on Thursday 30 May 2024 at St. Peters School Church Hall, Simonstone commencing at 7.30pm.

**Members of the public are welcome to attend.**

## Agenda

1. To elect a Chair for the next 12 months.
2. To elect a Vice Chair for the next 12 months.
3. For Chair to sign the Declaration of Acceptance of Office Form.
4. Apologies for absence.
5. **Declarations of disclosable pecuniary and other registrable and non-registrable interests.**  
Members are reminded of their responsibility to declare any disclosable pecuniary, and other registrable and non-registrable interest in respect of matters contained in the agenda.
6. **Approve minutes of the Annual Meeting of the Parish Council held on 18 May 2023.**
7. **Approve the minutes of the Parish Council Meeting held on 4 April 2024.**
8. **Approve the minutes of the Parish Council Meeting held on 9 May 2024.**
9. **Public participation. To receive questions and comments on any agenda item.**  
This 30-minute session (time-limit of five minutes per item/per person) provides members of the electoral public an opportunity to indicate interests in an agenda item and put questions to the Parish Council. Such questions may be answered after the meeting or become an agenda item at a future Parish Council meeting.

### ITEMS for DECSION:

10. **Audit and Financial Matters:**
  - 10.1 To approve as a correct record the Financial Statements to 31 March 2024. Enclosed.
  - 10.2 To authorise the Chair to sign the Certificate of Exemption: Annual Governance and Accountability Return (AGAR) 2023/2024. Enclosed
  - 10.3 To authorise the Chair to sign Section 1: AGAR 2023/2024. Enclosed.
  - 10.4 To authorise the Chair to sign Section 2: AGAR 2023/2024. Enclosed
11. **Appointments and Nominations for parish activities:**
  - 11.1 To appoint an internal auditor.  
*The current auditor is Lord Accountancy Services (Simonstone).*
  - 11.2 To appoint a representative(s) to the RVBC Parish Council Liaison Meeting.  
*Currently Cllrs. Peat and Hampson.*

- 11.3 Liaison with Borough and County Councillors.  
*Currently carried out by Cllr. Peat.*
- 11.4 Coordination of planning comments.  
*Currently not assigned.*
- 11.5 Monitoring and liaison on all aspects of the Parish Lengthsman Scheme.  
*Currently carried out by Cllrs. Pollard and Duckworth.*
- 11.6 Activities involving LCC Highways and Street Lighting, reporting defects etc.  
*Currently not assigned.*
- 11.7 Activities involving LCC Public Rights of Way (PROW), reporting defects etc.  
*Currently not assigned.*
- 11.8 Coordination and liaison with other parish councils, social groups, and coordinating Christmas activities.  
*This task is currently being carried out by Cllrs. Finn and Vaughton.*
- 11.9 Representative at the Road Safety Working Group.  
*This task is currently being carried out by Cllr. Hampson*
- 11.10 Website Update.  
*This task is currently being carried out by Cllrs. Finn and Hampson.*
- 11.11 Updating Social Media including Facebook.  
*This task is currently being carried out by Cllrs. Vaughton and Hampson.*

**ITEMS for REVIEW and DISCUSSION:** All documents are available on the Council's website.

## **12. Review the Council's Policies, Procedures, Registers and Regulations.**

- 12.1 Asset Register.
- 12.2 Standing Orders.
- 12.3 Council's Registration with the Information Commissioners Office: expires 19/05/25.
- 12.4 Insurance Policy Including Employers and Public Liability: valid until 31/05/25.
- 12.5 Code of Conduct.

## **13. Approve meeting dates for 2024-2025.**

Suggested dates:

2024: July 11, Sept. 5, Oct. 3, Nov. 7 and Dec. 5

2025: Jan. 9, Feb. 6 and March 6.

## **OTHER COUNCIL MATTERS for CONSIDERATION.**

### **14. Christmas Street Lights - Update.**

Cllrs. Vaughton and Norse.

### **15. 80<sup>th</sup> Anniversary of D-Day – Lighting of Beacons.**

Cllr. Hampson.

### **16. SpID Installation - Northern End of Fort Vale.**

Cllr. Pollard.

**Michael Hill**

*Clerk and Responsible Financial Officer*

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