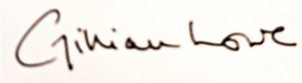


Parish Council Members are Summoned to the **Annual Meeting of the Parish Council**
to be held on Wednesday 10th May 2023 at 7.00 p.m in Brightling Village Hall

Signed:  Clerk & RFO

Date: 3rd May 2023

A G E N D A

1. Election of Chairman
2. Election of Vice Chairman
3. Declarations of Acceptance of Office and Registers of Members' Interests.
4. Apologies for absence
5. Disclosures of interest
To receive any disclosure by Members of personal and disclosable pecuniary interests in matters on the agenda, the nature of any interest and whether the Member regards the personal interest as prejudicial under the terms of the Code of Conduct.
6. Additional agenda items
To consider such other items as the Chairman decides are urgent and due notice of which has been given to the Clerk by 12 Noon on the day preceding the meeting.
7. Adoption of minutes
To confirm the minutes of the ordinary meeting held on Wednesday 8th March 2023 and the additional meeting held on 22nd March as true and correct records.
8. To approve the Asset Register of Council Property
9. To confirm the appointment of members to serve on external bodies and councillors' lead responsibilities.
10. To discuss co-option of a new councillor.
11. To confirm the dates of future meetings
2023: 12th July, 13th September, 8th November
2024: 10th January, 13th March, 8th May (AGM).
12. To confirm the date of the Annual Assembly in 2024 as Wednesday 10th April 2024.

13. Open Forum

- 13.1 To receive verbal reports on any matters to which RDC or ESCC councillors wish to speak.
- 13.2 To receive verbal representations on any agenda items to which members of the public wish to speak.

14. RFO Report and Governance

14.1 Annual Governance and Accountability Return (AGAR)

- 14.1.1 To review and approve the Internal Auditor's Report and the effectiveness of internal systems of control.
- 14.1.2 To review and approve Section 1 Annual Governance Statement.
- 14.1.3 To review and approve Section 2 the Accounting Statement and witness the signing thereof.
- 14.1.4 To certify that the parish council continues to meet the criteria to submit a Certificate of Exemption to the external auditor and witness the signing thereof.
- 14.1.5 To confirm the dates of the Notice of Electors' Rights.

14.2 RFO Report

- 14.2.1 To receive the schedule of receipts and payments for April 2023.
- 14.2.2 To receive the bank reconciliation to year end 31st March 2023 with supporting bank statement.
- 14.2.3 To approve the following payments:
 - 14.2.3.1 Dragon Signs (Inv.4582) - £100.51 (paid retrospectively)
 - 14.2.3.2 Champagne & Caviar Annual Assembly canapés (Inv.66/98) - £66.00 (paid retrospectively)
 - 14.2.3.3 ESALC 2023/'24 subscription (Inv. 1307) - £104.73
 - 14.2.3.4 Geosphere (Inv. 21UG006-0007) - £168 (paid retrospectively)
 - 14.2.3.5 Clerk's Expenses - £120.82
 - 14.2.3.6 Zurich Insurance renewal (Inv. - £236.99)
- 14.2.4 To receive the end of year accounting statement against budget and note any variances.
- 14.2.5 To confirm the salary of the clerk continuing at £329.40 per month (£10.98/hr) and the addition of the home office allowance at £6/wk. This equates to £312/year, as agreed in the budget plans for 2023/'24. This will be paid on the 25th of each month by BACS.

15. Highways - an update

16. Annual Assembly 2023

To review the Annual Assembly on 12th April 2023 and note any points for 2024.

17. Councillor Emails - an update

18. Litter-Pick report

19. Community and Business Development

- 19.1 Broadband
- 19.2 Crime, anti-social behaviour & police relationships
- 19.3 Defibrillators
- 19.4 Environment & Bio-Diversity
- 19.5 Footpaths & Bridleways
- 19.6 Highways, hedges & potholes
- 19.7 Messenger Magazine
- 19.8 Phone Box
- 19.9 Refuse Collection
- 19.10 Trees
- 19.11 Utilities
- 19.12 Village Hall
- 19.13 Website
- 19.14 Welcome Packs

20. Planning

All decision notices and enforcement updates have previously been circulated to councillors for information.

21. Future Training Events

22nd May 2023 – Chairman / councillor Training - Clr Coleman to attend

22. Parish Councillors' Forum

23. Clerk's Update to include any correspondence.

24. Future Agenda Items

25. Future Meetings

- 25.1 The next meeting of the parish council will be in Brightling Village Hall at 7.00pm.
- 25.2 The following are the remaining dates for council meetings in the current council year (subject to confirmation of agenda items 11. and 12. above):
 - 2023:
 - 12th July, 13th September, 8th November.
 - 2024:
 - 10th January, 13th March, (10th April Annual Assembly), 8th May (AGM)