



KENTCHURCH PARISH COUNCIL

8th May 2024

Dear Councillor,

You are summoned to the Annual Meeting of Kentchurch Parish Council

No KPC/MW/108 which will be held in

The G V Community Café Pontrilas

on Wednesday 15th May 2024

Meeting to Commence at **6.40pm** or immediately on completion of the Annual Parish Meeting
(if later) and be concluded by 8.30pm

Agenda

1.0 Election of Chairman & Vice-Chairman

2.0 Apologies for Absence

To receive any apologies

3.0 Declarations of Interest & Dispensations

To receive any declarations of interest in agenda items, or written dispensation applications

4.0 To Receive, Approve and Sign the Minutes as a true record

The Minutes of the Parish Council Meeting No KPC/MW/107 of 20th March 2024

enclosed

5.0 2023-2024 Income & Expenditure Breakdown

Spreadsheet for approval

GREEN enclosed

6.0 Annual Governance & Accountability Return (AGAR) 2023-2024

6.1 To Receive & Note The Annual Internal Auditors Report 2023-2024 and agree any required action *enclosed*

6.2 Parish Council to approve Annual Governance Statement (Section 1)

6.3 Annual Accounting Statements 2023 - 2024 (Section 2) for approval

6.4 AGAR 2023-2024 Certificate of Exemption approved

6.5 Chairman & Clerk to sign the Annual Governance Statement, Chairman to sign Accounting Statement

6.6 RFO to set commencement date for the exercise of public rights

6.7 Certificate of Exemption signed by RFO & Chairman

7.0 Financial Report

7.1 Confirmation of Invoices for Payment / Receipts / Bank Balances

enclosed

7.2 To consider Appointment of Mrs J M Watson as Internal Auditor & Scope of Audit 2024-2025

7.3 To update Barclays Bank Mandate if required

7.4 Pensions Regulator Letter

8.0 Election of Delegate & Report

To elect Delegate to:-Ewyas Harold Memorial Hall Committee

9.0 Parish Lengthsman Contracts

9.1 To confirm appointment of Lengthsman Contractor 2024-2025

9.2 To confirm Lengthsman Contract with Herefordshire Council

9.3 To agree Annual Maintenance Plan 2024-2025

10.0 Policy Reviews

10.1 To formally adopt 2024 version Parish Council's Standing Orders

website

10.2 To formally adopt 2024 version Parish Council's Financial Regulations

website

10.3 To formally adopt 2024 version Parish Council Transparency Code

website

10.4 To formally adopt 2020 version of the model Code of Conduct

website

10.5 To review and update as required Parish Council Asset Register

enclosed

11.0 Public Question Time

A 10 minute period is to be allocated if required to facilitate any members of the public

12.0 Highways and Public Rights of Way

12.1 To receive **new** information on any Parish Highway & Public Footpath Issues

12.2 To re-confirm Parish Footpaths Officer's appointment 2024 – 2025

13.0 Information Sheet

(Not covered by an agenda item and **(FOR INFORMATION ONLY)**)

enclosed

14.0 Agenda of Next Meeting

Items for the Agenda of the next meeting

15.0 Date, Time and Venue of Next Meeting

Next Meeting 17th July 2024 6.30pm

M Walker Malcolm Walker Clerk Kentchurch Parish Council

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