

**The Annual Meeting of Lackford Parish Council will take place on Wednesday 17<sup>th</sup> May 2023 at 7p.m. in Lackford Church.**

#### **AGENDA**

1. To elect a Chairman.
2. Chairman to sign a Declaration of Acceptance of Office and agreement to abide by Lackford Parish Council's Code of Conduct.
3. To receive the Declarations of Acceptance of Office from parish councillors.
4. To elect a vice chairman.
5. To receive Register of Members' Interests forms.
6. To accept apologies and reason for absence.
7. To decide if Lackford Parish Council meets the criteria for General Power of Competence.
8. To sign a form agreeing to receive the summons to meetings and other information by email.
9. To discuss the co-option of an additional parish councillor.
10. Declaration of interest by councillors in items on the agenda and dispensation requests.
11. To approve the minutes of the meeting held on Monday 27<sup>th</sup> March 2023.
12. To discuss the following financial issues:
  - a) Approval of any payments and signing of Schedule of Payments.
  - b) Approval of payments authorised between meetings.
  - c) To receive a statement of receipts and payments made since the last meeting.
  - d) Bank balances and confirmation of bank reconciliation as of 4<sup>th</sup> May 2023.
  - e) Update on the inspection of Parish Council property.
  - f) To approve the Receipts and Payments summary for the financial year 2022 – 2023.
  - g) To discuss the Internal Auditor's Report.
  - h) To complete and sign sections 1 and 2 (Annual Governance Statement and Accounting Statements of the Annual Governance and Accountability Return 2022/23)
  - i) To decide whether Lackford PC should submit a Certificate of Exemption from an external audit.
  - j) To confirm the dates for the notice of the period for the exercise of public rights.
  - k) To approve the Financial Report which the Council needs to publish as part of the Transparency Code 2019.
  - l) To receive the precept information for 2022/23.
  - m) To discuss the quotes for replacement noticeboards for the bus shelter in Old Bury Road.
  - n) Setting up two step payment authorisation.
13. To discuss any highways/Rights of Way issues/tree/transport issues.
14. To discuss any village issues.
15. To discuss the following correspondence:
  - a) Email from Lackford Community Council thanking Lackford PC for their donation towards the cost of the celebrations for the King's Coronation – for information only.
15. Any other business for noting or including on the agenda of the meeting on Tuesday 9<sup>th</sup> October 2023.