



The **ANNUAL GENERAL MEETING** of the Staverton Parish Council is to be held on **Monday 15<sup>TH</sup> May 2023** commencing at **7 pm** for the purpose of transacting the following business.

[June Jones, Parish Clerk](#)

# ANNUAL GENERAL MEETING AGENDA

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1. **APOLOGIES**
2. **MINUTES OF THE LAST AGM MEETING (16 May 2022)**
3. **ELECTION TO OFFICE** - Votes for Chair and Vice Chair and Declaration of Office for all members to be signed in the presence of the Parish Clerk
4. **REGISTER OF INTERESTS – 28 DAY DEADLINE FOR COUNCILLORS**
5. **RESIGNATION OF CLLR KEVIN PERRETT**
6. **RESIGNATION OF NEWLETTER EDITOR**
7. **SPORTS GROUND, VILLAGE HALL, PLAY AREA and GENERAL**
  - a. Code of Conduct – Wiltshire Council
  - b. Village Hall Hires – Discuss Fees for 2023/24 – JJ
  - c. Emmaus School hire - 2024
  - d. Staverton Rangers Contract 2023-2024 – NW & JG
  - e. CCTV Village Hall – re Vandalism - RB
  - f. Need volunteer to inspect Play Area equipment
8. **FINANCE**
  - a. Clerk’s Financial Report
  - b. Request from Hilperton Parish Council for donation towards HAAG Consultancy costs.
  - c. Annual Internal Audit Report 2022-2023– Auditing Solutions Ltd
  - d. Approve Annual Governance Statement re sound internal control by PC on Annual Return 2022/23
  - e. Approve Unaudited Annual Governance & Accountability Return (AGAR 3) for 2022/23
  - f. Agree Reserves– 2022/23
  - g. Approve Unaudited Year End Accounts for Staverton Parish Council 2022/23
  - h. Commencement date for the Exercise of Public Rights to Access Accounts 2022/23
  - i. Approve External and Internal Auditors for 2022/23 (PFK Littlejohn LLP and Auditing Solutions Ltd)
  - j. Approve membership of WALC/NALC 2023/24
  - k. Cambridge & Counties Bank – Fixed Bond 2 yr Investment £15,000
9. **CORRESPONDENCE – Briefing Notes**
  - a. 23-07 Government Energy Support Schemes
  - b. 23-08 Reforms to National Planning Policy
  - c. 23-10 Guidance for Neighbourhood Planning within Wiltshire
10. **DATE OF THE NEXT PARISH COUNCIL MEETING is Monday 17<sup>th</sup> July 2023 and time and close of meeting.**

<u><a href="#">Meeting Dates for 2023/24</a></u>	16	JANUARY 2023	15	<b>MAY 2023 AGM &amp; APM</b>	11	SEPTEMBER 2023	15	JANUARY 2024
On Mondays starting at 7.00 pm AT THE VILLAGE HALL	13	MARCH 2023	17	JULY 2023	20	NOVEMBER 2023		