

Walton on the Wolds Parish Council

www.waltononthewoldspc.gov.uk

clerk@waltononthewoldspc.gov.uk

4th June 2024

Parish Council Members are hereby summoned to attend a meeting of the Parish Council to be held on Tuesday 11th June 2024 starting at 6:30pm. The meeting will be held at the Village Hall, Loughborough Road, Walton on the Wolds, LE12 8HT.

Emma Andrews

Clerk/RFO

AGENDA

The meeting will be preceded by a public participation session of 15 minutes maximum.

- 1. To receive and accept apologies for absence**
- 2. To receive declarations of interest relating to agenda items**
- 3. To receive and approve the minutes of the Annual Meeting of the Parish Council meeting held on 7th May 2024.**
- 4. To receive a report from the Borough Councillor TBC**
- 5. To receive a report from the County Councillor TBC**
- 6. To receive a report from the Police TBC**
- 7. To review and adopt new Financial Regulations (Appendix A)**
- 8. To consider and approve documents relating to the Annual Governance and Accountability Return 2023/24:**
 - I. To complete and sign the Annual Governance Statement 2023-24**
 - II. To receive the Annual Internal Auditor's Report 2023-24**
 - III. To receive and sign the Accounting Statement 2023-24**
 - IV. To receive and consider the bank reconciliation 2023-24**
 - V. To receive and consider the explanation of variances 2023-24**
 - VI. To receive and consider the breakdown of reserves held**
 - VII. To agree the dates for the Exercise of Public Rights**

9. **To consider recommendations and matters arising from the Internal Auditor's narrative report:**
 - I. To purchase accounting software appropriate for a parish council
 - II. To amend and update the risk assessment July 2024
 - III. To take out membership of the ICCM
 - IV. To purchase Epitaph to record burial ground records
 - V. To request a Limited Assurance Review from the external auditor (Moore)
 - VI. To review the hours of the clerk
 - VII. To review arrangements for managing Constable's Land (Charity 503286)
 - VIII. To carry out an interim audit in September 2024
 - IX. To appoint an internal auditor for 2024-25
 - X. To review and update burial ground fees (Appendix B)
 - XI. To produce a revised budget/projected spend for 2024-25 July 2024
10. **To discuss any planning applications received:**
 - A. P/24/0457/2 – 8 The Green – Reduce cotoneaster shrubs by no more than 3m
11. **To update on any recent burial ground applications and consider any outstanding burial ground issues**
12. **To discuss and approve financial matters**
 - I. To receive and approve the monthly bank statements
 - II. To receive and approve the monthly bank reconciliation
 - III. To receive and approve the Schedule of Payments (Appendix C)
13. **To review and adopt the Walton and the Wolds Training and Development Policy 2024 (Appendix D)**
14. **To note any correspondence**
 - I. Complaints about the chicken waste smell
15. **To discuss next steps with the councillor vacancy**
16. **To confirm the date and time of the next Parish Council meeting** Monday 1st July at 6:30pm
17. **Close of meeting**

Agenda issued by email to:

Cllr Glenn Archer (Vice Chair 2024-25)

Cllr Christine Greenall (Chair 2024-25)

Cllr Julie Lewin

Cllr Terry Lewis