Ellington Parish Council

8th May 2024

Mrs Lisa Hazel Clerk/Proper Officer

To Members of the Council
You are hereby summoned to attend the **Annual** meeting of Ellington Parish Council on **Monday 13th May 2024 at 7.30 pm,** Ellington Village Hall, The Green for the purposes of transacting the following business.

AGENDA

Open Forum

1747 To Elect the Chair of the Parish Council for the year May 2024 – April 2025

1748 To Elect the Vice Chair of the Parish Council for the year May 2024 – April 2025

1749 To receive apologies and reasons for absence

1750 Declaration of Interests in any agenda item

1751 County and District Councillor(s) Reports

1752 To approve the minutes of the meeting held on 11th of March 2024 and extraordinary meeting held on 8th April 2024

1753 To consider matters arising from the previous minutes:
- Note Ellington Brook bank erosion has been reported to Environment Agency
- Note Sunken drain / pothole slip road has been reported to National Highways
- Note CCC have sent riparian ordinary watercourse maintenance letters to landowners

1754 Note Safety Audit Ellington Over-bridge and its Junction with Thrapston Road has been undertaken
- Consider Safety Audit report if received in-time.

1755 Note communication re: LHI Bid / Speed Reduction Ellington Thorpe

1756 Annual Litter Pick
- Agree Date
- Set budget for event

1757 Annual Review and Adoption of Statutory Documents, Appointments and Policies as per Standing Order
a) Review and adoption of Standing Orders
b) Review and adoption of Financial Regulations
c) Review of representation on or work with external bodies and arrangements for reporting back
d) Review of the Council's and/or staff subscriptions to other bodies - CAPALC,

SLCC, ICO
e) Review of the Council's Complaints Procedure
f) Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation
g) Review of the Council's policy for dealing with the press/media
h) Review of the Council's employment policies and procedures

1758 To agree Councillors Responsibilities

1759 Planning - none received

1760 Village Hall
• Resolve to agree to fixed wiring test

1761 Finance & Administration:-
a. Update Status of the AGAR (Audit and General Accounting Regulations) for financial year 2023/24
- •Approve Cashbook and Bank Reconciliation up to 31st March 2024 - Year End
- • Approve the Annual Governance Statement 2024 - Section One
- • Approve the Annual Governance Statement 2024 - Section Two
- • Approve Asset List

b. To receive financial situation of Council and to note bank reconciliation
c. Note payments made since last meeting and payments to be authorised
d. Note CAPALC + SLCC Annual Affiliation Renewal Fees
e. Approve Councillor Planning Training
f. Resolve to Approve quote from HRC Solicitors for £850 + VAT to respond to formal Solicitors letter received.

1762 Confirmation of arrangements for insurance cover in respect of all insurable risks;

1763 Annual Review of Financial Matters + Assets
a. Review and approve councillors as bank signatories for the council's bank account.
b) To consider and appoint the Internal Auditor for 2024/25
c) Review of the Council's expenditure incurred under S137 of the Local Government Act 1972

1764 Any other Business for information only

1765 Date of next meetings: 8th July, 9th September, 11th November.
• As per Standing Order agree dates for full council meetings up to and including the next annual meeting of the Council
2025 - 13th Jan, March 10th, May 12th, July 7th, Sept 8th, Nov 10th.