

BRANXTON PARISH COUNCIL

Parish Council website: www.branxtonvillage.weebly.com

Summons to all Parish Councillors to attend the Annual Parish Council Meeting to be held on Tuesday 14th May 2024 in Branxton Village Hall commencing at 7.05 p.m., or on the rising of the Annual Parish meeting.

AGENDA

- 1. Election of Chairman for 2024/25**
 - Parish Councillors to elect the Chairman for the forthcoming year.
 - The Chairman to sign the Declaration of Acceptance
- 2. Election of Vice- Chairman for 2024/25**
 - Parish Councillors to elect the Vice-Chairman for the forthcoming year.
 - The Chairman to sign the Declaration of Acceptance
- 3. Chairman's Annual Report.**
 - The Chairman to present his Annual Report for 2023/24
- 4. Apologies for absence**
- 5. Declaration of Interest**

Members are invited to declare any interest they may have in any of the items included on the agenda of this meeting.
- 6. Request for Dispensation**
 - (i) To receive from members who have a Disclosable Pecuniary Interest in any items on the agenda an application for dispensation under section 33 of the Localism Act 2011 to enable members to participate in discussions and voting.
 - (ii) To consider requests for dispensation.
- 7. Minutes of the Parish Council Meeting held on 9th April 2024**

Parish Councillors to receive and endorse the Minutes of the Parish Council Meeting held on 9th April 2024 previously circulated.
- 8. Any matters arising from the Minutes**
 - Parish Councillors to receive any updates on items not covered on the Agenda
- 9. Parish Council Policies**
 - Parish Councillors to agree to adopt the Code of Conduct
 - Parish Councillors undertake the annual review of the Standing Orders.
 - Parish Councillors to undertake the annual review of the Parish Council's Complaints Procedure
- 10. Community Police**
 - To receive any updates from the local Police Officer

11. County Councillor report

- Parish Councillors to receive an annual report from County Councillor M Mather

12. Annual Governance and Accountability Return for 2023/24

- 12.1 Parish Councillors to consider and agree any actions arising from the report of the internal auditor (copy attached)
- 12.2 Parish Councillors to approve the Annual Governance Statement (draft copy attached)
- 12.3 Parish Councillors to approve the draft annual accounts for 2023/24 (draft copy attached)
- 12.4 Parish Councillors to approve the Accounting Statement and Explanation of Variances (draft copy attached)
- 12.5 Parish Councillors to confirm and approve the Certification of Exemption (draft copy attached)
- 12.6 Parish Councillors to agree the payment of the Internal Auditor.

13. Financial Statement- Bank Balance £ 1056.42 as at 31st March 2024

14. Receipts

- | | | |
|-------------|----------|------------------------------|
| • HMRC | £ 33.74 | VAT Refund |
| • Residents | £ 401.04 | Donations in lieu of precept |

15. Accounts for Payment

- | | | |
|--------------|----------|---|
| • E I Hunter | £ 373.53 | Clerk's Salary 31.75 hours @ £14.70 per hour
November- April |
| • HMRC | £ 93.20 | PAYE |
| • NALC | £ 59.83 | Annual subscription |
| • ICO | £ 35.00 | Annual Data Protection fee D/D |
| • E Rathbone | £ TBC | Internal Auditor |
| • E I Hunter | £ 5.64 | Expenses |

16. Financial position for 2024/25

- Donations received as of 7th May 2024 in lieu of precept £401.04.
- Parish Councillors to consider accessing a £1K loan from Northumberland County Council to cover the nil precept request for 2024/25, to be repaid in 2025/26. The rate of interest on the loan will be 6.56%.
- Parish Councillors to consider/agree actions:
 - 1- Parish Councillors to agree to enter into a loan agreement with Northumberland County Council.
 - 2- Parish Councillors agree the Chairman and Clerk sign the loan agreement.
 - 3- The precept charge on the Council Tax accounts for all residential properties in Branxton parish in 2025/26, will include the Parish Council's annual precept request, the repayment of the loan + interest due.

17. Consultation- Parish Councillors to consider responding to the following the consultation from Northumberland County Council Planning Department: Planning application requirements - local list consultation 2024

18. Annual Insurance Premium

- Parish Councillors to agree the payment of the Annual Insurance Premium: via e-mail and ratify the decision at the September Parish Council meeting.

19. Parish Council meeting dates for 2024/25

- Parish Councillors to agree the dates for Parish Council meetings to be held in 2024/25.

20. Any Other Business

21. Date of next meeting TBC

(Sgnd.) Isabel Hunter
Clerk to Branxton Parish Council