

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 9th May 2023 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 2023/24**
 - Parish Councillors to elect the Chairman for the forthcoming year.
 - The Chairman to sign the Declaration of Acceptance
- 2. Election of Vice- Chairman for 2023/24**
 - Parish Councillors to elect the Vice-Chairman for the forthcoming year.
 - The Chairman to sign the Declaration of Acceptance
- 3. Parish Council's Annual Report.**
 - The Chairman to present the Parish Council's Annual Report for 2022/23
- 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 14th March 2023**

To receive and endorse the Minutes of the Parish Council Meeting held on 14th March 2023 previously circulated.
- 8. Any matters arising from the Minutes**
 - To receive any updates on items not covered on the Agenda
- 9. Parish Council Policies**
 - Parish Councillors 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 2022/23

- 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 2022/23 (draft copy attached)
- 12.4 Parish Councillors to approve the Accounting Statement and Explanation of Variances (draft copies 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. Clerk's Salary Annual review

- To consider the previously circulated NALC 2022/23 National Pay scales for the Clerk (SCP 16), which came into effect as of 1st April 2022.
- To agree the additional payment of 32.25 hours @ £1 per hr to cover the hours already paid since 1st April 2022.

14. Financial Statement- Bank Balance £ 728.93 as at 31st March 2023

15. Accounts for Payment

- | | | |
|--------------|----------|---|
| • E I Hunter | £ 138.28 | Clerk's Salary 10.25 hours @ £13.70 per hour + back pay |
| • HMRC | £ 34.40 | PAYE |
| • NALC | £ 56.77 | Annual subscription |
| • ICO | £ 35.00 | Annual Data Protection fee D/D |
| • E Rathbone | £ TBC | Internal Auditor |

16. Correspondence

- **Belford PC-** Reply from Anne-Marie Trevelyan MP to letter from North Northumberland Parish Councils in relation to dualling the A1.
- **The Local Government Boundary Commission-** Consultation on draft recommendations for new electoral arrangements in Northumberland County Council

17. 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.

18. Defibrillator

- Parish Councillors to receive an update on replacement infant pads

- Parish Councillors to receive an update on first aid training event scheduled for 15th May

19. Parish Council meeting dates for 2023/24

- To agree the dates for Parish Council meetings to be held in 2023/24

20. Any Other Business

21. Date of next meeting TBC

(Sgnd.) Isabel Hunter
Clerk to Branxton Parish Council