

Date of Publication: 9 May 2023

TO: ALL MEMBERS OF SHOBDON PARISH COUNCIL: Councillors Bill Stokes (Chair), Adrienne Boxhall, Richard Bowen, Anne Walker, and Sue Whittaker. (2 vacancies)

NOTICE OF MEETING

You are hereby summoned to attend the **Annual Parish Council Meeting**, which will be held at Shobdon Village Hall on **Monday 15 May 2023 commencing at 7:00pm** at which your attendance is required. Members of the Press and Public are invited to attend.

Cheryl Woolley

CLERK TO THE COUNCIL

No	Item	Description
1	ELECTION OF CHAIR	To elect the Chair of the Council and to receive the Chair's Declaration of Acceptance of Office
2	ELECTION OF VICE-CHAIR	To elect the Vice - Chair of the Council.
1	APOLOGIES:	To receive apologies for absence.
2	DECLARATIONS OF INTEREST:	To note declarations of interest and receive written requests for dispensation.
3	CO OPTION OF COUNCILLOR	To discuss the co option process
4	PUBLIC PARTICIPATION:	Limited to 20 minutes
	4.1	To receive a report from Ward Councillor Roger Phillips
	4.2	Report from West Mercia Police
	4.3	Views of residents on Parish matters
5	MINUTES:	To approve the Minutes of the Full Council held on 24 April 2023.
6	WORKING GROUPS	To appoint members to the following Working Groups: Finance Working Group PROW Officer Communications/Public Relations/Media Working Group Young Peoples Working Group Traffic Calming Working Group Shobdon Village Trust Representative Village Hall Representatives Coronation Coppice Working Group Working Group that will need to be set up later in the year – Grove field Working Group.
7	STANDING ORDERS	To formally adopt Standing Orders for 2023/24. A copy is available on the Parish Council Website.
8	FINANCIAL REGULATIONS	To formally adopt Financial Regulations for 2023/24. A copy is available on the Parish Council Website.
9	CODE OF CONDUCT	To formally adopt Code of Conduct. A copy has been sent to all Councillors.
10	FINANCE:	
	10.1	Outstanding Accounts – To ratify the following payment of accounts/invoices: Clerks Wages £ 688.96 HMRC – £ 12.00 Reimburse clerks expenses – Ink spot printing spring newsletter £ 36.00, Hitrees Ltd £ 960.00 Mowing and fitting new litter bin. To note receipt of the first precept payment of £ 14,403.00 for 2023/2024.
	10.2	Cheque/Account Signatories - To confirm and add cheque/bank signatories and account authorisation for 2023/24.
	10.3	AUDIT AND AGAR- To note the End of Year bank balance and finance report and sign both To consider and approve the internal audit report 2022-23 (appendix i) To consider and approve the Annual Governance Statement (append ii) To consider and approve the Annual Return Accounting statements

		(appendix iii)
	10.4	To sign cheques in accordance with 5.1, bank reconciliation and invoices and to note the bank balance after these payments have been authorised.
	10.5	Review Insurance renewal – The renewal date is 1 June 2023. Councillors have been sent renewal details.
	10.6	Meeting Schedule: To confirm the following meeting schedules for 2023/24: - Monday 26 June 2023 Monday 31 July 2023 Monday 25 September 2023 Monday 30 October 2023 Monday 27 November 2023 Monday 18 December 2023 Monday 29 January 2024 Monday 26 February 224 Monday 25 March 2024
11	PLANNING:	To consider any planning consultations received from Herefordshire Council and agree comments (if any) to be submitted by the Parish Council for determination by Herefordshire Council.
		To consider responding to the following application:
	11.1	None at present
12	ENVIRONMENT AND VILLAGE:	
	12.1	PROW and Village reports/Updates –
	12.2	Verge Cutting – to decide on areas that do not need cutting (if any)
	12.3	To note that the playground inspections for the MUGA and Bar Meadow have been booked with Frances White (as previous years).
	12.4	Date for Summer Newsletter
13	NEXT MEETING	Monday 26 June 2023 at 7pm Parish Council Meeting followed by monthly meeting.
	13.1	To raise items for next agenda.
	CLOSE	