

ILTON PARISH COUNCIL

9 May 2024

To all Councillors

You are summoned to attend the **Annual Meeting of the Parish Council** that will be held at Merryfield Hall, on **Tuesday 14th May at 6.30pm**. The meeting will include a maximum of 15 minutes of public participation. Matters raised must be within the remit of the Parish Council. The public will not be allowed to speak at any other time during the meeting unless by pre-arrangement with the Clerk and Chairman.

- 1. Election of Chairman & signing of Declaration of Acceptance of Office**
- 2. Election of Vice-Chairman**
- 3. Apologies and reasons for absence**
- 4. Declarations of Interest** – members to declare any interests they may have in agenda items in accordance with the adopted Code of Conduct (this does not preclude any later declarations). To consider dispensation requests.
- 5. Items to be dealt with after the public, including the press have been excluded** – item 18 will be held in closed session as it is a confidential staffing matter
- 6. Public Participation**
- 7. Somerset Council Councillor Report**
- 8. Minutes of the Parish Council Meeting of 16 April 2024:** To consider for approval as a true record of the meeting & consider any matters arising
- 9. Governance**
 - a) To review Standing Orders – to consider amendments in line with NALC guidance
 - b) To review Financial Regulations – to note new model NALC Fin Regs and consider scheduling a Finance Committee meeting to review and produce new draft for Full Council approval at the June meeting
 - c) To review committee structure and delegation – to agree committees and membership including Chairman
 - d) To review arrangements with other local authorities, not-for-profit bodies and businesses
 - e) To review the Asset Register – to consider review of the Asset Register at proposed Finance Committee meeting for Full Council approval at the June meeting
 - f) To review Insurance provision – to consider the Clear Councils quotation for 2024/25 £1138.50
 - g) To review subscriptions to other bodies
 - h) To review the Complaints procedure – defer June
 - i) To review the policy review schedule and consider the implementation of an Annual Cycle – defer June
 - j) To review the Council's expenditure incurred under s137 of the Local Government Act 1972
- 10. Schedule of meetings for 2024/25** – to approve the calendar of meeting dates and consider change of date for July meeting due to Clerk holiday
- 11. Postal address and communications**
 - a) To approve the postal address for the Parish Council as c/o Merryfield Village Hall to include use of the Parish Council post box at the Village Hall.
 - b) To consider the quotation received for gov.uk email addresses for Clerk and councillors £120 plus VAT for first two years and then £60 annually

Annie Dallaway - Clerk to Ilton Parish Council

iltonparishclerk@outlook.com

12. Planning Applications: To note no planning applications received since last meeting

13. Accounts and Financial Information:

- a) To receive and sign the bank reconciliation to 30/04/2024
- b) To receive the Summary Receipts & Payment report up to 30/04/2024
- c) To approve payments requiring authorisation for May 2024
- d) To approve amendments to the bank mandates and signing instructions
 - i) Lloyds bank (3 accounts) – addition of the Clerk as Full Access signatory with access for online banking and removal of all ex councillors and officers. To agree primary contact details.
 - ii) Lloyds bank – signing instructions to be any two signatories. To agree process for authorisation of on-line payments.
 - iii) Bath Building Society – addition of the Clerk as signatory and removal of all ex councillors and officers. To agree primary contact details.
- e) To receive an update regarding audit procedures for 23/24 and the AGAR Annual Governance & Accountability Return
- f) To consider the grant request from the Village Hall - £2,500 for replacement boiler
- g) To consider whether the areas of grass not included in the grass cutting contract should be maintained by a contractor or volunteers (note quote for cutting the rec ground car park banks £110 plus VAT per cut)

14. Community grants: to consider the draft grants policy and application form

15. Church yard path: to consider the works specification for the installation of a new path

16. Recreational facilities

- a) To review and approve the inspection regime for the playpark and MUGA and confirm arrangements for weekly visual checks
- b) To consider the allocation of funding up to £500 to address outstanding general maintenance items highlighted in the monthly reports for the playpark and MUGA
- c) To consider the request from Ilminster Football Club to use the sports pitch at the recreational field for training purposes and to consider whether to charge a fee

17. Councillor Responsibilities: To confirm areas of responsibility and receive reports

18. Employment matters

- a) To consider the draft Clerk/RFO employment contract for approval and signing
- b) To consider whether Clerk/RFO additional hours worked in April to be paid or taken as TOIL

Dates of next meetings:

Annual Parish Meeting 21 May 2024, 6.30pm at Merryfield Hall
Ordinary Parish Council Meeting 11 June 2024, 6.30pm at Merryfield Hall