

**DATE: 25th April 2024**

**To: All members of Winterslow Parish Council**

**You are summoned to attend the May Annual Parish Council Meeting of Winterslow Parish Council to be held at Winterslow Village Hall on: Monday 13th May 2024 at 7.00pm for the purpose of transacting the following business.**

**Yours Sincerely**

**Jane Tier**

**Clerk to the Council**

*The Chairman will confirm if all or part of the meeting may be filmed, photographed or audio recorded. If any member of the public has an objection to being filmed or photographed, please would they make themselves known to the Chairman or the Parish Clerk before the start of the meeting*

Prior to the start of the meeting, there will be a public session to enable members of the public to ask questions of, and make comment to the Council. Questions not answered at this meeting will be answered in writing to the person asking the question, or may appear as an agenda item for the next appropriate meeting. Members of the public are asked to restrict their comments and/or questions to three minutes.

**AGENDA**

**078.24 To Elect a Chair for 2024/2025 and for them to sign the Declaration of**

**Acceptance of Office.**

**079.24 To Elect a Vice Chairman for 2024/2025 and for them to sign the Declaration of**

**Acceptance of Office.**

**080.24 To receive apologies**

**081.24 Declarations of Interest:**

(a) To receive **Declarations of Interest** in respect of matters contained in this agenda

(b).To consider any **Dispensation Requests** received by the Parish Clerk and not previously considered.

**082.24 To receive the Financial Annual Report from the Responsible Finance**

**Officer**.

**To note the Parish Council Bank balance**

The Balance at the end of the Financial Year End 2023/2024 -

**083.24 To Appoint an Internal Auditor for 2024/2025**

The Parish Council resolved to appoint J.Bailey as the Internal Auditor for 2024/2025

**084.24 (a) To resolve to agree the signing the 2023/2024 Annual Governance Accounting Statement from PKF Littlejohn LLP**

**(b) To resolve to agree the Accounting Statements 2023/2024**

**085.24 To consider and note any changes on the Parish Council Asset Register**

**086.24 To consider and re-adopt the Parish Council’s Risk Assessment**

**087.24 To consider and re-adopt the following policies;**

**(a) The council’s procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998**

**(b) Complaints Policy**

**(c) Press and Media Policy**

**(d) Planning Negotiation Policy**

**(e) Standing Orders (Revised Version)**

**(f) Financial regulations**

**(g) Insurance Policy**

**088.24 To consider and agree the WPC Roles and Responsibilities structure for 2024/25 as set out in the attached document;**

**089.24 To receive Annual Reports from;**

**Recreation Ground Chairman**

**Highways Representative**

**090.24 To receive an Annual report from the Chairman**

**091.24 To close the meeting**

**Winterslow Parish Council Roles and Responsibilities Structure 2024-25**

**A: Committees and Working Groups:**

Committees have delegated powers. Working Groups do not.

Must meet monthly (except if all members agree nothing to discuss)

Chair circulates a written report to Cllrs prior to each PC meeting

Chair submits relevant agenda items.

Promptly handles Parishioners questions/issues

Must have a Barry’s Fields working group (preferably a committee).

Plus: PC/VH working group.

Other working groups but only if chair and members commit to attend and pick up actions.

**B: Other key PC responsibilities**, should have a proactive **Owner** who:

Regularly communicates with parishioners and external bodies.

Submits agenda items when required.

Gives verbal report at each PC meeting

Promptly handles Parishioners questions/issues

**C: Other regular topics**, should have a **Lead Cllr** who:

Promptly handles Parishioners questions/issues

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject area** | **A: Committee or Working Group. Chair + members** | **B:**  **Owner** | **C:**  **Lead Cllr** |
| Barry’s Fields committee |  |  |  |
| Finance (working group?) |  |  |  |
| Rec and Pavilion (working group?) |  |  |  |
| PC/VH working group |  |  |  |
| Parish Steward |  |  |  |
| Community engagement |  |  |  |
| Facebook updates |  |  |  |
| Highways |  |  |  |
| Speeding |  |  |  |
| SIDs |  |  |  |
| Planning |  |  |  |
| Play areas |  |  |  |
| Stone Close txfer |  |  |  |
| Mens Shed liaison |  |  |  |
| Footpaths |  |  |  |
| Website |  |  |  |
| Children and youth |  |  |  |
| Elderly and vulnerable |  |  |  |
| Trees |  |  |  |
| Parkmoor |  |  |  |
| Emergency Planning |  |  |  |
| School Liaison |  |  |  |
| Health & Safety |  |  |  |
| Police, Neighbourhood Watch |  |  |  |
| Southern Area Board |  |  |  |
| De fibrillators |  |  |  |
| Village Pond |  |  |  |
| Litter |  |  |  |

This list can be changed as needed to split, combine, or add to topics.

Each line above should have an entry in A or B or C

For lines with no entry, Jane will add any parishioner questions/issues to the next agenda.