

Lawford Parish Council



**You are hereby summoned to attend the Annual Meeting of the Parish Council
to be held on
Thursday 23 May 2023 at 7pm in the Wignall Room at Ogilvie Hall, Wignall Street**

Clerk to the Council: **Bridget Tighe**

Agenda

(Previous Chairman to preside until new Chairman is elected)

- AM24/01 **Election of a Chair and Declaration**
- a. To receive nominations and approve appointment of the Chairman of the Council for 2024-25
 - b. The Chair to sign the Declaration of Acceptance of Office for position of Chairman of the Council
- AM24/02 **Election of Vice Chair and Declaration**
- a. To receive nominations and approve appointment of the Vice Chair of the Council for 2024-25
 - b. The Vice Chair to sign the Declaration of Acceptance of Office for position of Vice Chair of the Council
- AM24/03 **Declaration of Interests**
- a. All Councillors are required to review their Register of Interests
- AM24/04 **Apologies for Absence**
- AM24/05 **Public participation**
- There will be 15 minutes available for this session where members of the public may address the Council, including items for discussion on the agenda. A maximum of 3 minutes per speaker will be permitted.
- AM24/06 **Appointment to Council Committees and Council Representatives**
- 6.1 **Administration Committee**
 - a. Review and adoption of Administration Committee Terms of Reference *(attached)*
 - b. To appoint Councillors to the Administration Committee for 2024-25. To include Chair and Vice Chair of Council.
 - c. To appoint the Chair of the Administration Committee for 2024-25.
 - d. To appoint the Vice-Chair of the Administration Committee for 2024-25.
 - 6.2 **Planning**
 - a. To appoint a Councillor who will review Planning Applications for 2024-25 and provide updates for Full Council meetings.

- 6.3 **Public Realm Committee**
- Review and adoption of Public Realm Committee Terms of Reference (attached)
 - To appoint Councillors to the Public Realm Committee for 2024-25. To include Chair and Vice Chair of Council
 - To appoint the Chair of the Public Realm Committee for 2024-25.
 - To appoint the Vice-Chair of the Public Realm Committee for 2024-25.
- 6.4 **Appointment of Council Representatives** (please see previous minutes for current list)
- Leech's Educational Foundation - one member
 - Ogilvie Hall Committee – one member
 - Police Liaison – one member
 - Emergency Planning Committee – one member
- AM24/07 **Council leads**
To reconfirm leads for Council projects and activities.
- Tree Inspections – Cllr D Thurlow
 - School Lane Football Club – Cllr C Guglielmi
 - The Council's Facebook page – Cllr Ben Chester and Cllr Dan Harty
 - Other
- AM24/08 **Council meetings for 2024-25**
To consider and approve the meeting cycle for the 2024-25 period (see attached).
- AM24/09 **Action Plan for 2024-25**
To consider and approve the action plan for 2024 – 2025 (see attached).
- AM24/10 **Policy Reviews and Resolutions**
- Code of Conduct (see attached)
- AM24/11 **Annual Return for the year ending 31st March 2024**
- End of year Accounts
- 16.1 To receive and accept the Internal Audit Report for 2023-24 (attached)
 - 16.2 To receive and approve the end of year accounts for 2023--24 (attached)
- Annual Governance and Accountability Return [AGAR] 2022-23
- 16.3 To approve Section 1 of the AGAR – Annual Governance Statement 2023-24 (see attached).
 - 16.4 To approve Section 2 of the AGAR – Accounting Statements 2023-24 (see attached).
- AM24/12 **Direct Debits and Standing Orders**
- To reaffirm the variable direct debits and standing orders on the Parish Council's current account (see attached)
- AM24/13 **Current account signatories**
- To reaffirm signatories on the Council's current account and review if there is a need for any amendments (see attached).

Signature (Clerk): *B Tighe*

Date: 17 May 2024