

# BEECH HILL PARISH COUNCIL

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To all Beech Hill Residents

You are invited to attend the Annual Meeting of the **PARISH COUNCIL** in the Memorial Hall, Beech Hill on Monday 15<sup>th</sup> May 2023 @ 6.30pm

Helen Malyn  
Parish Clerk

## **AGENDA**

**Declarations of Interest:** members are reminded that declarations of interest should be made where appropriate.

- 1     **Election of Chairman for 2023-2024**
  - 1.1    To receive nominations
  - 1.2    To elect the Chairman for 2023-24
  - 1.3    To sign the Declaration of Acceptance of office
  
- 2     **Election of Vice-Chairman**
  - 2.1    To receive nominations
  - 2.2    To elect the Vice-Chairman for 2023-2024
  - 2.3    To sign the Declaration of Acceptance of Office
  
- 3     **Co-opt new councillor**
  - 3.1    To receive the nomination and co-opt as appropriate
  - 3.2    To sign the declaration of acceptance of office
  
- 4     **Apologies for absence**
  - 4.1    To receive apologies for absence from the meeting
  
- 5     **Declarations of interest and dispensations**
  - 5.1    To receive declarations of interest from councillors on items on the agenda and receive written requests for dispensation.
  
- 6     **Minutes of the last Parish Council meeting**
  - 6.1    To approve and sign the minutes of the meeting of Monday 20<sup>th</sup> March 2023
  
- 7     **Representatives on Outside Bodies**
  - 7.1    To receive reports from Village bodies
    - 7.1.1   BNAG
    - 7.1.2   The Allotments Trust
    - 7.1.3   The Memorial Hall
    - 7.1.4   TVP
    - 7.1.5   Website
    - 7.1.6   Baptist Church
    - 7.1.7   St Mary's Church
    - 7.1.8   Thrive

- 7.2 To appoint representatives to outside bodies for the coming year and arrangements for reporting back
- 8 **Matters to report**
- 8.1 To receive an update on actions since the last meeting not appearing as agenda items.
- 9 **Dates of meetings for the Year 2023-2024**
- 9.1 To confirm the dates, times and place of ordinary meetings of the full council for the year ahead.  
17<sup>th</sup> July, 18<sup>th</sup>, 20<sup>th</sup> Nov, 15<sup>th</sup> Jan 2024, 18<sup>th</sup> Mar, 15<sup>th</sup> Apr (APM) 20<sup>th</sup> May (AGM)
- 10 **Correspondence**
- 10.1 To receive items of correspondence
- 11 **Planning Applications**
- 11.1 To receive and comment on any applications received  
11.2 To receive notification of Planning Decisions from WBC
- 12 **Committees**
- 12.1 To appoint members to the Staffing Committee  
12.2 To appoint members to the Complaints Committee
- 13 **Review of Council Assets**
- 13.1 To review all Council assets and the Asset Register
- 14 **Review of Insurance Cover**
- 14.1 To review and confirm arrangements for insurance cover in respect of all insured risks.
- 15 **Membership of Outside Bodies**
- 15.1 To review Council membership of outside bodies (to include CCB, CPRE, BALC)  
15.2 To review Employee membership of outside bodies (SLCC)
- 16 **Policies and Procedures**
- 16.1 To review policies and procedures, Risk Management policy & Code of Conduct.  
(reconfirm policies reviewed in March)
- 17 **Year End Accounts 2022-2023 and Audit**
- 17.1 To review the Year End Accounts for 2022-2023  
17.2 To receive the Internal Auditor's Report  
17.3 To review the External Audit Annual Return as follows:  
Annual Governance Statement, Accounting Statements, Annual Internal Audit Report for 2022-23 Exemption Certification  
17.4 To re-appoint Mrs Jacqui as the Internal Auditor for 2022-24
- 18 **Finance**
- 18.1 To approve the renewal of registration under the Data Protection Act  
18.2 To authorise payments as listed  
18.3 To review current balances and financial position

- 19     **Any other items that the Chairman decides are urgent as items of information**  
19.1    To receive items from Parish Councillors for referral to future meetings or for Clerk to action
- 20     **Public Session**  
20.1    To receive any questions from the public
- 21     **Next Parish Council Meeting**  
21.1    To confirm the date and time of the next Parish Council meeting as:  
Monday 17<sup>th</sup> July 2023 @ 7pm