

Langworth Group Parish Council

Serving the grouped parishes of Barlings, Newball, Stainton by Langworth and Reasby

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NOTICE OF ANNUAL MEETING – Tuesday 16 May 2023

Dear Councillors

You are summoned to a Meeting of Langworth Group Parish Council to be held at Langworth Memorial Hall at 7.30pm on Tuesday 16 May 2023 at which the business listed in the agenda below will be transacted. A 15-minute time slot early in the meeting, after essential post-election business, may be given over to a public session if required.

Michelle Vail Clerk/RFO: Langworth Group Parish Council

AGENDA

Councillors to complete their Declaration of Acceptance of Office Forms prior to the start of this meeting

1. Election Results:

- a) confirmation of councillors
- b) confirmation of their signing of Declarations of Acceptance of Office forms prior to commencement of the meeting
- c) resolve that any councillor not present at this meeting due to exceptional circumstances; who has not signed their Declaration of Acceptance of Office form prior to commencement of the meeting; be able to sign said form at the earliest possible date following this meeting

2. To elect a chairman and sign the Declaration of Acceptance of Office form

3. To elect a vice chairman

4. To resolve to move into Open session: suspension of Standing orders for up to 15 mins for members of the public to speak on agenda items, or to suggest items for consideration on a future agenda

5. Resolve to resume Standing Orders and close the public session

6. Apologies: To receive and accept apologies for absence.

7. Declarations of Interest: To receive declarations of interest on any item on the agenda.

8. To approve the minutes of the meeting held on 4 April 2023

9. Comments from County Councillor, District Councillors and Chairman

10. To review and approve appointments as follows:

- i. Bank signatories: Clerk, Cllr M Herbert, Cllr P Bowser, Cllr A Curtis
- ii. Online banking - Clerk
- iii. Member to review financial record keeping; including to verify and sign, at least quarterly, bank reconciliations/bank statements - Cllr A Hyatt

11. Approve discontinuing petty cash system, and paying £35.00 float held into bank account

12. Approve insurance quote

13. Resolve to approve the Clerk paying the following listed regular and expected payments which have been included in the annual budget:

- i) up to the budgeted amount; and reported paid at the next possible Council meeting
- ii) if exceeding the budgeted amount, to seek approval at the next possible meeting prior to making a payment

- Sage, payroll package
- Clerk, salary, PAYE, pension,
- Clerk mileage, office, print and paper, and homeworking expenses
- Langworth Local production/Facebook
- Grass cutting
- ROSPA Annual play inspection
- EKM Ltd quarterly play inspections
- WLDC – annual defib scheme fees x 1 defib
- Memorial Hall hire for meetings
- Lease of play area
- Auditor fees both internal and external
- Poppy wreath
- McAfee computer protection
- Microsoft Office Annual Package
- LALC Annual Training Scheme
- LALC Annual Membership Fee
- ICO Annual fee
- Website maintenance fee (LALC)

14. Training needs:

- i. **To consider any requests for training, and additional training expenditure:**
Cllr H Stilgoe-McCombe - first aid and canva part1 at £65.00 + VAT, and £25.00 + VAT respectively

15. Memorial Hall Emergency General Meeting on 17th May 2023.

16. Planning:

- a) **146474:** partial change of use of builders yard to incorporate office, external alterations and reduction in height of perimeter fence and gates. LOCATION: Station Yard Station Road Langworth LN3 5BB

17. No Mow May (Cllr H Stilgoe-McCombe)

18. Planters – volunteer update

19. Clerks Report

- a) To receive the financial report: as previously circulated
b) Approval of any non-regular payments: as previously circulated

20. Date of the next meeting: Tuesday 6th June, 7.30pm, Millennium Hall

21. Resolve to move into Closed Session as the following item contains information of a confidential or sensitive nature

22. Councillors to complete their Declaration of Interests forms, and Receipt of Code of Conduct Forms

Michelle Vail – Clerk/RFO to the Council

Dated: 11 May 2023