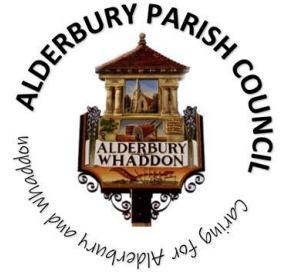


ALDERBURY PARISH COUNCIL

Caring for Alderbury and Whaddon



**You are summoned to the
ANNUAL MEETING
of Alderbury Parish Council to be held at 7.30 on May 13th 2024
The Fountain Room at The Village Hall, Alderbury**

Approx start time

15 minutes is set aside for the public to ask questions. Please restrict comments and/or questions to three minutes. After question time, the public will only be able to speak if invited by the Chair. **7.30**

AGENDA

- 33.24 PROPOSAL to ELECT the Chair for 2023/2024** **7.45**
The new Chair is required to sign the Declaration of Acceptance of Office (Chair).
- 34.24 PROPOSAL to ELECT the Vice Chair for 2023/2024**
The new Vice-Chair is required to sign the Declaration of Acceptance of Office (Vice Chair)
- 35.24 ACCEPT reports from**
a. PC Kelvin Ramsey
b. WC councillor Richard Britton
- 36.24 ACCEPT Apologies for absence** **8pm**
- 37.24 RECEIVE Declaration of Councillors' Interests and Dispensations relating to matters on this agenda.**
- 38.24 REVIEW [councillor responsibilities and work with external bodies 2024/25](#)**
- 39.24 PROPOSAL to RENEW Council subscriptions:** **8.15**
a. [National Association of Local Councils \(including Wiltshire ALC\)](#) – £955.43
b. Information Commissioner (ICO) £40
c. Society of Local Council Clerks £188
d. National Association of Allotments and Leisure Gardens £66
e. Campaign for the Protection of Rural England £40
f. Institute Cemeteries and Crematoria Management £100
- 40.24 PROPOSAL to RENEW direct debits:**
a. SGW payroll services
b. Hill Data IT support
c. O2 council phone
d. HMRC
e. PWLB
- 41.24 REVIEW banking arrangements**
Recommended that Lloyds Bank be retained for the ensuing year with signatories being Cllrs Hartford, Dent, Diprose

42.24 **REVIEW** of insurance arrangements

43.24 **REVIEW & ADOPT** the following:

- a. [The Statement of Internal Control](#) (required annually)
- b. [The Code of Conduct](#) (required annually)
- c. [Freedom of Information/Publication scheme](#) (recommended at each annual meeting)
- d. [Data Protection](#) (recommended at each annual meeting)

44.24 **APPROVE** the minutes of the meeting held on 11th April 2024

8.30

45.24 **REVIEW** the action log

46.24 **Finance**

- a. **End of Year – Annual Governance and Accountability Return (AGAR)**
 - i) **PROPOSAL to NOTE** the [internal audit report](#)
 - ii) **PROPOSAL to APPROVE and SIGN** the annual governance statement, [Section 1 of the Annual Governance and Accountability Return](#)
 - iii) **PROPOSAL to APPROVE and SIGN** the accounting statements, [Section 2 of the Annual Governance and Accountability Return](#)
 - iv) **PROPOSAL** to issue the public rights statement for the period 11th June 2024 to 24th July 2024
- b. **NOTE** the bank balances and [bank reconciliation statement at 30.4.24](#)
- c. **APPROVE** the [schedule of payments and invoices received](#)
- d. **PROPOSAL to APPROVE** a fixed rate deal for electricity at The Pavilion and for the Christmas lights as recommended by Utility Aid

47.24 **Village maintenance issues**

8.45

- a. **REPORT** new issues from Cllr Hartford
- b. **CONSIDER** advice from WC about moles on the recreation ground
- c. **REPORT** meeting Cllrs Hartford, Fuller and Hurdcott

48.24 **The Playground, recreation ground, The Pavilion and youth activities**

- a. **UPDATE** on [youth activities](#)
- b. **REPORT** [from the Community Hub WG](#)
 - i. **PROPOSAL** to vary the contract awarded to Andy Mullen for Pavilion refurbishment to include extra key pad locks, replacement lighting and external security lights
 - ii. **PROPOSAL** to allow the Explorers to use second side of Pavilion
 - iii. **REVIEW** presentation for **APM**

49.24 **Planning**

9pm

- a. **RESPOND** to [PL/2024/03504 Maplethorpe, Oaklea Lane](#)

50.24 **Representation at events**

- a. **CONSIDER** sending a representative to the Wessex Energy Community Network event '[Engaging with the local community](#)' in Trowbridge on May 16th

51.24 **Communication with residents**

- a. **CONSIDER** a response to a [letter from resident Mr K Carley](#)
- b. **CONSIDER** a [request for support for the Alderbury & Whaddon Village Show](#)
- c. **The Fountain magazine** – to agree the key themes for the next article
- d. **Facebook**
 - i. Respond to [matters raised by residents](#)
 - ii. New posts from APC
- e. **The annual parish meeting**

52.24 Date of next meeting

- a. the annual parish meeting May 22nd
- b. ordinary meeting June 11th (NB early deadline for agenda items due to clerk's holiday)

The Agenda specifies the business that it is proposed to transact (Local Government Act 1972 Sch.12 para 10 (2)(b)) and the Council cannot lawfully decide any matter which is not specified in the Agenda (Longfield Parish April Council v Wright (1918) 88 LJ Ch 119)

A handwritten signature in cursive script that reads "Liz Holland".

Liz Holland
Clerk to Alderbury Parish Council
8.5.24