**Date:** Thursday, 19 May 2022

**Time: After the Annual Parish Meeting which starts at 7.30pm**

**Place:** Claxton Village Hall

Councillors are hereby summoned to this Annual Meeting of Claxton Parish Council. Members of the Press and the Public are invited to attend and address the Council during the public participation session, however the law does not permit members of the public and the press to take part in the debates.

**Mike Balmer**, Acting Parish Clerk & RFO

**AGENDA**

1. To elect Chair and sign Declaration of Acceptance of Office
2. To elect Vice-Chair and sign Declaration of Acceptance of Office
3. To receive and approve apologies for absence
4. To receive any declarations of interest from Members & consider requests for dispensation

*Members are invited to declare Disclosable interests and other interests in items on the agenda as required by the Claxton Parish Council Code of Conduct for Members and by the Localism Act 2011.*

1. To consider the Internal Audit Report prepared by the Internal Auditor and its recommendations. Agree upon any course of action. To resolve to formally appoint Acting Parish Clerk as Proper Officer and Responsible Financial Officer of the Council, until such time as a permanent successor starts.
2. To note the Annual Internal Audit Report 2021/22.
3. To consider and approve Section 1 (Annual Governance Statement 2021/22) of the Annual Return.
4. To consider and approve Section 2 (Accounting Statements 2021/22) of the Annual Return.
5. To consider and approve the Certificate of Exemption (Annual Governance Statement 2021/22).
6. To approve the minutes of the Parish Council meeting held on 5 April 2022.
7. Adjournment for Public Participation (15 minutes allowed for)
8. This provides an opportunity for members of the public to raise questions about and comment on items on the agenda before the Council make decisions. **Reports** **from**:
* Parish Clerk
* County Councillor, Cllr Kay Mason-Billig
* District Councillor, Cllr Vic Thomson
1. To note insurance cover and approve the payment of the Insurance Premium.
2. To agree banking arrangements for the year and to agree any changes to the nominated signatories.
3. To consider the need for enhanced speed watch capability and agree any follow-up action.
4. To consider the need for a second dog bin, and its possible location. Agree any follow-up action.
5. To consider whether to change the meeting day from Wednesday to Tuesday, to facilitate meetings of Claxton Pits Trust immediately before. Agree any follow-up action.
6. **Planning**:
* To receive any new planning applications and make comment
* To receive the results and updates on any outstanding applications
1. **Highways**:
* To receive a report on any highways issues outstanding
1. **Finance** :
* To receive a Statement of Accounts as at 18 May 2022
* To note the bank balance
* To note any receipts
* To note any grants
* To approve payment of invoices and other expenses received since last meeting (see list)
1. To receive updates from individual Council Members (for information only).
2. To receive any items for inclusion on the next agenda (for information only).
3. To confirm date and time of the next Parish Council Meeting as Wednesday 20 July 2022 at 7.30pm in Claxton Village Hall.