



Ecton Parish Council

16th May 2023

Councillors are summoned and members of the public and press are invited to attend **the Annual Meeting of the Parish Council** being held on: **Tuesday 23rd May 2023** which will take place after the **Annual Meeting of the Parish at 7.30pm** being held at **The Village Hall, Ecton**, when the under mentioned business will be transacted.

Members of the Public and Press are invited to attend.

The Public may not take part in the Parish Council meeting itself but can speak up to 3 minutes on agenda items only at the discretion and at the invitation of the Chairman.

Yours faithfully

Clerk of the Council

A G E N D A

- 941/23 Election of Chairperson
- 942/23 Signing of Acceptance of Office Form by the Chair
- 943/23 Election of Vice Chairperson
- 944/23 Record Attendance, Receive Apologies and Approve Reasons for absence
- 945/23 To invite Declarations of Interests on subjects included on this agenda
- 946/23 Parish Council Vacancies – Discuss any applications and co-option on to the Parish Council
- 947/23 Appointment of Lighting and Planning Representatives
- 948/23 **Agree Dates of the next year's Meetings - 2023/2024** - Suggested dates: **2023** - 25th July, 26th September, 28th November, **2024** – 23rd January, 26th March and 28th May
- 949/23 To approve Minutes of the General Council Meeting held on the 28th March 2023
- 950/23 To Receive Reports from Unitary Councillors
- 951/23 To note any Matters Arising from the previous minutes not covered by items on the agenda.
- 952/23 **Financial Matters**
 - a. Agree Clerks Annual Pay increase from SCP Scale 24 £16.16ph to SCP Scale 25 £16.64ph
 - b. Agree whether to make an annual pension contribution to the Clerks pension of £120
 - c. Discuss and Agree renewal of Insurance Premium (previously sent)
 - d. Discuss and agree whether to make a grant donation to the closed churchyard
 - e. Discuss and agree whether to make a grant donation to the Ecton Newsletter
 - f. Review of financial statement and propose payments and sign cheques (to follow)
 - g. Chair and Clerk to sign off the Accounting Statements and Annual Governance Statement and Certificate of Exemption for the year end 31st March 2023 (attached)
 - h. Agree dates for the 30 working day period for the Exercise of Public Rights (5.06.23 to 14.7.23)

Clerk: Mrs Shirley Wong

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- i. New Date for the Annual Review of Policies and Procedures - Agree to review and adopt the Model Standing Orders, Financial Regulations and all other policies comprising of Archive and Retention Policy, Code of Conduct, Complaints Procedure, Equal Opportunities, Freedom of Information, Health & Safety, Internal Controls, Reserves Policy, Risk Assessment and all GDPR Policies
- j. Agree to review and adopt the Risk Assessment (all policies to follow)
- k. Receive update report reference David Cross Bequest

953/23

Discuss any correspondence received

954/23

Village Services

- a. Receive any update reports on the Playing Field
- b. Discuss any Highways matters
- c. Receive updates and discuss any village maintenance matters inc the Lower Ecton Lane including any fly tipping issues
- d. Agree to renew Hayeswood Landscapes Annual Maintenance Contract and instruct a weed kill
- e. Receive update on Zeta Lighting order – upgrade of remaining St lights to LED's

955/23

Discuss any planning related matters

956/23

Councillors Reports and discuss any items to be considered for the next agenda

857/23

Date of next Meeting – Tuesday 25th July 2023