



Ecton Parish Council

15th May 2024

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 21st May 2024 (a week earlier than usual)** 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

- 1019/24 Election of Chairperson
- 1020/24 Signing of Acceptance of Office Form by the Chair
- 1021/24 Election of Vice Chairperson
- 1022/24 Record Attendance, Receive Apologies and Approve Reasons for absence
- 1023/24 To invite Declarations of Interests on subjects included on this agenda
- 1024/24 Parish Council Vacancies – Discuss any applications and co-option on to the Parish Council
- 1025/24 Appointment of Councillor Responsibilities
- 1026/24 **Agree Dates of the next year's Meetings - 2024/2025** - Suggested dates: **2024** – 23rd July, 24th September, 26th November, **2025** – 28th January, 25th March and 27th May
- 1027/24 To approve Minutes of the General Council Meeting held on the 26th March 2024
- 1028/24 To Receive Reports from Unitary Councillors
- 1029/24 To note any Matters Arising from the previous minutes not covered by items on the agenda.
- 1030/24 **Financial Matters**
 - a. Agree Clerks Annual Pay increase from SCP Scale 25 £17.64ph to SCP Scale 26 £18.10ph
 - b. Agree whether to make an annual pension contribution to the Clerks pension of £180
 - c. Adoption of Financial Officer
 - d. Discuss and Agree renewal of Insurance Premium (previously sent)
 - e. Discuss and agree whether to make a grant donation to the closed churchyard maintenance costs
 - f. Discuss and agree whether to make a grant donation to the Ecton Newsletter
 - g. Review of financial statement and propose payments for bank authorisation at meeting (to follow)
 - h. Delegate power to the Clerk to make payments in June due to there being no PC meeting and an authorised bank signatory to authorise them at Natwest Bank
 - i. Receive NCALC Internal Auditor Tina Charteress's report ref YE 31st March 24 audit
 - j. Receive report from the final internal financial inspection for the year end 31st March 2024

Clerk: Mrs Shirley Wong

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- k. Chair and Clerk to sign off the Accounting Statements and Annual Governance Statement and Certificate of Exemption for the year end 31st March 2024 (attached)
- l. Agree dates for the 30-working day period for the Exercise of Public Rights (3.06.24 to 12.7.24)
- m. Annual review of all Policies and Procedures – Agree to review and adopt:**
Model Standing Orders, the new 2024 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 (policies to follow)
- n. Agree to adopt a Scheme of Delegation (draft copy attached)
- o. Agree to review and adopt the Risk Assessment (to follow)
- p. Receive update report reference David Cross Bequest

1031/24

Discuss any correspondence received

Discuss and agree whether to change the PC domain name to a dot.gov domain name

1032/24

Village Services

- a. Receive any update reports on the Playing Field
- b. Discuss any Highways matters – receive any updates on the Grant application submitted to the Police Road Safety Community Fund
- c. Receive updates and discuss any village maintenance matters inc the Lower Ecton Lane including any fly tipping issues
- d. Discuss installing cameras along Lower Ecton Lane for animal watching (Cllr I Whittaker)
- e. Agree to renew Hayeswood Landscapes Annual Maintenance Contract, instruct a weed kill and discuss how often they should be cutting each month
- f. Discuss the recent upgrade of street lighting to LEDS and whether to purchase some deflectors to help alleviate parishioners’ brightness issues

1033/24

Discuss any planning related matters

1034/24

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

1035/24

Date of next Meeting – Tuesday 23rd July 2024