

Wiggenhall St Mary Magdalen Parish Council

I hereby give you notice that the Annual meeting of the above named Parish Council will be held at Wiggenhall St Mary Magdalen Village Hall on 9 May 2024 at 6.30 pm. All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder. The meeting will be open to the public unless the Council otherwise direct.

10 minutes will be allowed during the meeting for members of the public to raise points of concern on agenda items.

Declaration of Acceptance of Office will be signed and witnessed before the meeting commences

Agenda

20.24 Elect

- a Chairman and receive signed Declaration of Acceptance
- b Vice Chairman and receive signed Declaration of Acceptance

21.24 Receive apologies for absence

22.24 Confirm as a correct record the minutes of the meetings of the Council held on 11 April. Draft minutes previously circulated

23.24 Accept declarations of interest and dispensation requests on agenda items

24.24 Agree meeting be adjourned to allow members of the public to speak

25.24 Matters arising not covered elsewhere on the agenda (for information only)

26.24 Correspondence (for information only)

27.24 Appoint representatives, co-ordinators and working party groups

- a Clean-up team
- b Speedwatch team co-ordinator
- c SAM2 co-ordinator
- d Defibrillator monitoring
- e Magdalen Village Hall representative

28.24 Highways

- a Receive reports of highways issues including lighting and public footpaths

29.24 Receive Councillors reports

30.24 Paddock/Allotments

31.24 Biodiversity

32.24 Church Clock

- a Automatic Winding

33.24 Planning

- a Consider applications received
- b Application decisions

34.24 Finance

- a Resolve to accept monthly accounts to 30 April 2024
- b Resolve to pay schedule of payments
- c Receive schedule of regular payees as required by Financial Regulations
- d Confirm signatories and online access for Parish Council banking – all councillors
- e Complete, approve and sign Section 1, Annual Governance Statement 2023/2024
- f Consider and resolve to approve and sign and date Section 2, Accounting Statement 2023/2024
- g Approve Bank Reconciliation, Variances and supporting documents
- h Resolve to update Banking access

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35.24 Councillors' concerns and agenda items for next meeting –*information only*

36.24 Agree meeting be adjourned for **Public Speaking**

37.24 Confirm date of next meeting 13 June 2024.



Samantha Hoggarth

2 May 2024