

## **PINVIN PARISH COUNCIL**

**You are duly required to attend the Annual Meeting of the Parish Council to be held  
on Tuesday 14th May 2024 at Pinvin Memorial Hall  
Immediately following the Annual Parish Meeting which commences at 7.00pm**

### **AGENDA**

1. **Apologies.** To receive apologies and to approve the reason for absence.
2. **Election of Chairman**
  - a) Appoint Chair and signing of Declaration of Office as Chair
  - b) Appoint Vice-Chair
4. **Declarations of Interest:**
  - a. Register of Interest. Councillors are reminded of the need to update their register of interests.
  - b. To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
  - c. To declare any Other Disclosable Interests in items on the agenda and their nature.
  - d. Written requests for the council to grant a dispensation (S33 of the Localism Act 2011) are to be with the clerk at least four clear days prior to a meeting.

#### **Democratic Period / Public Time**

Residents are invited to give their views and question the Parish Council on issues on this agenda or raise issues for future consideration. Members of the public may not take part in the Parish Council meeting.

5. **To note and approve Financial Regulations, Scheme of Delegation, Standing Orders, Code of Conduct, Risk Assessment, Asset Register and Insurance requirements.**
6. **To appoint members to the following committees:**
  - a) Staffing committee
  - b) Allotment committee
  - c) Finance committee
  - d) Complaints committee
7. **To appoint individual councillors to the following roles:**
  - a) Lengthsman liaison
8. **To approve the minutes of the previous Parish Council meeting held on Tuesday 9<sup>th</sup> May 2023**
9. **Finance**
  - a) Current Bank Balances
    - i) Proposal to consider and approve Parish insurance provision for the period June 1<sup>st</sup> 2024-30<sup>th</sup> May 2025.
    - ii) To consider the Bank Reconciliation for the period to 31<sup>st</sup> March 2024 and 1<sup>st</sup> April to 1/5/2024
    - iii) To approve the list of payments and receipts for the period of 9<sup>th</sup> April to 14<sup>th</sup> May 2024
  - b) To consider the Annual Accounts & Annual Governance and Accountability Return Part 3: from April 1<sup>st</sup> 2023 to 31<sup>st</sup> March 2024
    - (i) To Approve the Annual Audited Accounts from April 1<sup>st</sup>, 2023 to 31<sup>st</sup>, March 2024 as Audited by Internal Auditor Mrs Nicola Archer
    - (ii) Proposal to consider Section 1: Annual governance statement 2023/24

Pinvin Parish Council

Clerk: Lisa Cope, Telephone: 07773793185, Email: clerk@pinvin.org.uk

(iii) Proposal to consider Section 2: Accounting statements 2023/24  
*Accounts & Audit regulations 2015*

(iv) Consider Internal Auditor's Report 2023/24

(v) To consider the period of dates for the Exercise of Public Rights 2023/24

**10. Projects**

- Community Orchard- Cllr. O'Dell update.
- Pinvin Art & Craft Group- Cllr. O'Dell update

**11 Allotments-** Cllr Coates update

**12 Pinvin Playing Fields**

Update on terminating the lease with the Playing Fields Association and winding up of the Playing Fields Charity.

**13 Pinvin Memorial Hall** - Update on hall/changing rooms project

**14 Legacy Grant Funding-** Update on application process

**15 Planning-** To consider any new planning applications

**16 Reports District & County Councillors**

**17 Correspondence-** To consider any received.

**18 Date of next meeting** – Tuesday 4th June 2024

*Lisa Cope,*

Clerk to the Parish Council