

# LEIGH PARISH COUNCIL

## Agenda of Leigh Parish Council Annual General Meeting: Tuesday 9 May 2022 at 7-30pm, in Leigh Village Hall

ITEM NO	AGM AGENDA ITEM	LEAD BY:
	<u>Opening Remarks.</u>	Chairman
<b>Annual General Meeting of Leigh Parish Council</b>		
	Apologies for Absence	Clerk
1	Declarations of interest (for both AGM and subsequent council meeting)	Councillors
2	<u>Elections and Declarations.</u> 2.1. Co-option of 7 <sup>th</sup> Parish Councillor Applications to be considered for co-option as a councillor had been received (by the deadline of 2 May) from: a. Mr Alfie Southwell, of Lower Totnell Farm, Leigh 2.2. Election of Chairman and Vice-Chairman of Leigh parish council. To elect for the period 9 May 2023 – 14 April 2024: a. Chairman of Leigh parish council. b. Vice Chairman of Leigh parish council.	
3.	<u>Finances and Accounts 1 April 2022/ 31 March 2023</u> Subject to completion of internal audit: Annual Governance and Accountability Return ( <b>Part 3 Return as the parish income has again exceeded £25K</b> ). On completion of internal audit, the Leigh parish council accounts will be circulated for public examination. It is proposed that Leigh Parish Council: 3.1. Approve the Leigh PC End of Year accounts (2022/23) 3.2. Approve the (page 4 of 6) Governance Statement 3.3. <b>Approve the Accounting Statements (page 5 of 6) for External Audit Document for year ended 31 March 2023</b> 3.4. Review and approve the <b>LPC Asset Register</b> for year ended 31 March 2023 (Basis for insurance) 3.5. Review and approve the <b>LPC Risk Assessment</b> for year ended 31 March 2023. 3.6. Agree provisional internal Audit arrangements for 2023/24 Notes: The internal auditor can be available to deal with councillors' queries before or during the PC meeting. <b>Deadline for AGAR submission to external auditors (if required) is 31 July 2023.</b>	Parish Council

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4.	<u>Review of Standing Orders and Regulations.</u> Annual review of Parish Standing Orders (adopted November 2022). Annual review of Financial standing orders	Parish Council
5.	<u>Dorset APTC.</u> To confirm continuation of Leigh's membership of DAPTC and to appoint representation. (Membership subscription TBC).	Parish Council
6.	<u>Appointment of Committee(s) and Lead Representatives.</u> Specific areas of interest and activity to be the champion / representatives for Leigh parish council (current appointments as indicated): <ul style="list-style-type: none"> <li>• Boyle's Trust: Current Trustee - Christopher Fox</li> <li>• Finger Posts: Cllr A Bennett, with appointed representative: Gordon Morris</li> <li>• Climate Change Initiatives: Mrs C Dixon</li> <li>• Flooding: Cllr S Vincent</li> <li>• Highways &amp; Byways incl: Footpaths: appointed champion Rachel Graham</li> <li>• Leigh Parish Church (St Andrew's) –</li> <li>• Neighbourhood Plan: No appointment</li> <li>• Transport / NORDCAT:</li> <li>• Planning: Play Park: Cllr C Adey</li> <li>• Village Green: Cllr M Read</li> <li>• Village Hall:</li> <li>• Community Speed Watch:</li> <li>• Defibrillator: appointed champion Graham Bugler</li> <li>• Annual litter clear up appointed champion Andrew Little</li> <li>• Candle Auction appointed representative: Gordon Morris</li> </ul>	

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1.	Opening remarks by Chairman																																											
2.	<div><div><div><div><div><div></div><div><b>LEIGH PARISH COUNCIL MINUTES</b></div></div><div><div><div><div><div></div><div>To Formally agree Minutes of 18 March 2023 Leigh Parish Council Meeting – circulated and displayed.</div></div><div><div><div><div><div></div><div>2.1. Chairman to sign (circulated hard copy)</div></div><div><div><div><div><div></div><div>2.2. Matters Arising that are not already on this meeting’s agenda.</div></div></div></div></div></div></div></div></div></div></div></div></div></div></div>	Chairman																																										
3.	<div><div><div><div><div><div></div><div><b><u>FINANCES OVERVIEW</u></b></div></div><div><div><div><div><div></div><div>3.1. <u>Reconciliation of bank account (see attachment at foot of agenda)</u></div></div><div><div><div><div><div></div><div>Council to approve the Bank Reconciliation: £    on <b>date</b> 2023</div></div></div></div><div><div><div><div><div></div><div>3.2. <u>Sums allocated to various Sub Accounts</u></div></div><div><div><div><div><div></div><div>On <b>date</b> 2023, the sums allocated to the ‘sub accounts’ stood at</div></div><div><table><tr><td>Play Park</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Heritage Signage</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Village Green</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Community Infrastructure Funds</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Repair and Replace Fund</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>National Lottery Environment Talks Fund</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td><b>F</b></td><td></td><td></td><td></td><td></td></tr></table></div></div></div></div></div><div><div><div><div><div></div><div>This leaves £    for VAR expenditure as per the FY 2022-23 budget.</div></div><div><div><div><div><div></div><div>4.1. <u>Insurance Renewal</u>: Review for renewal due by 1 June 2022. Not changed from // January 2022.</div></div><div><div><div><div><div></div><div>4.2. <u>2022/23 Financial Year-end accounts and AGAR review</u></div></div><div><div><div><div><div></div><div>– including VAT reclaim.</div></div></div></div></div></div></div></div></div></div></div></div></div></div></div></div></div></div></div></div></div></div></div></div>	Play Park						Heritage Signage						Village Green						Community Infrastructure Funds						Repair and Replace Fund						National Lottery Environment Talks Fund							<b>F</b>					Chairman
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5	<div><div><div><div><div><div></div><div><b>APPROVAL OF PAYMENTS</b></div></div><div><div><div><div><div></div><div>5.1. <u>Invoices Received</u></div></div><div><div><div><div><div></div><div>The following were received. For council’s approval for payment:</div></div><div><table><tr><th>Invoice Date</th><th>Payee</th><th>Goods / services received</th><th>Amount</th></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table></div></div></div></div></div></div></div></div></div></div></div>	Invoice Date	Payee	Goods / services received	Amount																																							
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	<b>5.2. <u>Forthcoming Payments for advance Approval</u></b> <table><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table>																	
6.	<b>AUTHORISATION OF BANKING ARRANGEMENTS</b> Update of parish banking signatories/ authorities on change of personnel.	Clerk/RFO																
7	<b>PLAYPARK UPDATE</b> Safety inspection booked for May 2022 Update from PP committee regarding zip wire proposal	Cllr Adey																
8.	<b>VILLAGE GREEN UPDATE</b>	Cllr Read																
	<b>FOOTPATHS UPDAT</b>																	
9.	<b>HIGHWAYS.</b> Three Gates speed limit - Update	Cllr Bennett																
10	<b>PLANNING</b> Application P/PAAC/2023/01907 – comment sough from Leigh pc on appropriateness of using the ‘Prior Approval’ process for ‘The Poplars’, Three Gates change from agricultural to domestic use.	Clerk																
11.	<b>CORRESPONDENCE RECEIVED.</b> TBC																	
12	<b>ITEMS OF AN URGENT NATURE – SUBJECT TO CHAIRMAN’S APPROVAL</b>																	
13	<b>DATE(S) OF NEXT MEETINGS:</b> Next Scheduled LPC meeting at 7-00pm on Tuesday 12 July 2022, subsequent meetings (Hall booked) as agreed.	Chairman																