

SEMINGTON PARISH COUNCIL

Roger P Coleman
Clerk to the Council

2, The Laurels
Westwood
Wiltshire
BA15 2AX

Notice is hereby given that the Annual Meeting of the Semington Parish Council will be held in Semington Village Hall on Wednesday 15 May 2024 at 7.30pm. and you are invited to attend.

AGENDA.

1. Welcome and Introductions.

The Retiring Chairman/Vice-Chairman to welcome those present.

2. Semington Parish Council Declaration of Interests.

Councillors to declare any interests in accordance with the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 in relation to this meeting.

3. Apologies.

To note apologies for non-attendance.

4. Election of Chairman and Vice-Chairman.

- a. To elect the Chairman and Vice-Chairman of Council for the forthcoming year.
- b. The Chairman to sign the Declaration of Office Form.

5. Appointment of other Members.

- a. To appoint other members to serve on the following Working Groups:

- Planning & Development.
- Environment & Streetscene.
- Transport & Traffic.
- Recreation & Wellbeing.
- Community & Communication.

- b. To appoint the Village Hall Management Committee Representative(s).

6. Annual Governance and Accountability Return for the Year ending 31 March 2024.

- a. To receive a report from the Clerk.
- b. To approve Section 1 (Annual Governance Statement 2023/24) of the Annual Return.
- c. To approve Section 2 (Accounting Statements 2023/24) of the Annual Return.
- d. To note, and to approve, the Reserve allocations.
- e. To confirm that the Clerk is the Responsible Finance Officer for FY2024/25.

7. Financial Regulations.

To note the Financial Regulations dated 18 November 2017 and to agree any changes.

8. Clerk Salary/Expenses.

To note the agreed Clerk's Salary and level of expenses.

- The Clerk salary is NALC National Scale SCP28 (with effect from 1 April 2024).
- Expenses to be paid – as incurred – monthly in arrears.

9. Chairman's Allowance.

To decide on the level of 'honorarium' for the Chairman.

10. Appointment of Internal Auditor.

a. To note the appointment of an Internal Auditor for the year and to agree the level of remuneration.

b. To consider the effectiveness of the Internal Audit and to agree any necessary changes to the Terms of Reference for the Internal Audit dated 1 April 2018).

11. Budget Details for Financial Year 2024/2025.

a. To note the agreed Budget for the year.

b. To decide whether to revisit the Budget agreed in November 2023.

12. Authorised Signatories.

To agree the Banking arrangements for the year and to note the existing signatories and to agree any changes to the nominated signatories for the Lloyds A/Cs.

13. Annual Insurance.

To note the extant insurance cover and decide whether it is adequate.

14. Risk Register.

To note the Risk Register dated 1 April 2024 and to agree any necessary changes.

15. Asset Register.

To note the Asset Register dated 31 March 2024.

16. Standing Orders.

To consider the need for additional Standing Orders, or amendments to existing ones.

End

Roger Coleman
Clerk to Semington Parish Council

8 May 2024