

**LITTLE ECCLESTON WITH LARBRECK PARISH COUNCIL
NOTICE OF
ANNUAL PARISH COUNCIL MEETING**

You are hereby summoned to attend the Meeting of Little Eccleston with Larbreck Parish Council to held be on Thursday 18th May 2023, 7.00pm at Elswick Village Hall, Roseacre Road, Elswick, PR4 3UD

Jane Lingsings

Jane Lingsings, Clerk to Parish Council (12.05.22)

AGENDA

Public Participation

- 1. Welcome**
Outgoing Chair to welcome all newly elected Councillors.
Councillors sign and return to the Clerk Acceptance of Office documentation.
- 2. Election of Chair**
To elect a Chair for the next 12 months who will then be required to sign the "Acceptance of Office".
- 3. Election of Vice Chair**
To elect a Vice Chair for the next 12 months who will then be required to sign the "Acceptance of Office".
- 4. Acceptance of Apologies**
To receive apologies for absence
- 5. Appointments to Outside Bodies**
To agree subject leads to the following areas:
 - Maintenance/Village Inspection
 - Contractors
 - Human Resources
 - FBC Planning
 - FBC District Parish Liaison Committee
 - LALC
 - Responsible Financial Officer
- 6. Calendar of Parish Council Meetings for 2023 24**
To approve the dates of the meetings
 - Thursday 8th June 2023
 - Thursday 20th July 2023
 - **No meeting in August 2023**
 - Thursday 14th September 2023
 - Thursday 12th October 2023
 - Thursday 9th November 2023
 - **No meeting in December 2023**
 - Thursday 11th January 2024
 - Thursday 8th February 2024
 - Thursday 14th March 2024
 - Thursday 11th April 2024
 - Thursday 9th May 2024
- 7. Declaration of Interests and Dispensations**
 - To receive declarations of interest from Councillors on items on the agenda
 - To receive written requests for dispensations for disclosable pecuniary interests (if any)
 - To grant any requests for dispensation as appropriate
- 8. General Power of Competence**
To receive a briefing paper from the Clerk and resolve to adopt the General Power of Competence.

- 9. Minutes of the Previous Meeting**
To resolve to approve as a correct record the Minutes of the Council Meeting held on 13th April 2023.
- 10. Action Tracker**
To review the action tracker (for information only)
- 11. Finance**
- i. To receive and approve monthly bank reconciliation.
 - ii. To authorise payments
 - iii. To receive the cumulative budget monitoring report
 - iv. To acknowledge receipt of income
- 12. Bank and Mandate**
To resolve to approve additional signatories
To discuss and consider a verbal proposal from the Clerk regarding Unity Trust Bank.
- 13. Audit: Annual Return for the year ending 31st March 2023**
- i. To receive and note the Annual Internal Auditors Report and resolve any actions required.
 - ii. To approve the Annual Governance Statement (Section 1)
 - iii. To approve the Accounting Statements (Section 2)
 - iv. The RFO to set the date and action the exercise of public rights.
- 14. Monthly Health and Safety Risk Assessment**
To discuss and consider additional risks to be documented on the risk register.
- 15. Planning and Licensing**
Nil planning applications at time of agenda.
- 16. Amenities/Maintenance/Environment**
To discuss and consider the following items and resolve any actions required:
- Open Spaces Assets – Annual Risk Assessment
 - Notice Boards – magnetic options
- 17. County & Borough Council**
To receive and consider any Parish issues and resolve any actions required:
- 18. Parish Council Insurance Renewal**
To review the Parish Council insurance cover and resolve any actions required.
- 19. Items for the Next Agenda (for information only)**
- 20. Date of Next Meeting**
Thursday 8th June 2023