

Weekley Parish Council



Clerk: Mrs Ruby Cole
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Date: 21st April 2023

To: All Parish Councillors

From: Mrs R Cole, Clerk to Weekley Parish Council

Dear Councillor,

You are hereby summoned to attend the meetings of: Weekley Annual Parish Council meeting, Weekley Full Parish Council Meeting, commencing with Weekley Annual Parish meeting (meeting for parishioners). These are to be held on **Thursday 4th May 2023 at 6.30pm at Weekley Village Hall**, Church Lane, Weekley, Kettering NN16 9UP when the under mentioned business will be transacted.

AGENDA

Annual Parish Meeting

- 23/036** *Welcome from Chair*
- 23/037** *Apologies*
- 23/038** *Parish Council Chair Report*
- 23/039** *Parish Council Finance Report*
- 23/040** *Annual Report from North Northamptonshire Council*
- 23/041** *Annual Reports from Village Groups*
 - *Cricket Club – Andrew Bussey*
 - *Boughton Estates – Sam Rees*
 - *Weekley Village Hall – Chair to read report provided by Lisa Jones*
- 23/042** *Questions from the floor*

AGENDA

Annual Parish Council Meeting

- 23/043** *Election of Chair*
- 23/044** *Present 'Declaration Acceptance of Office' form for signature*
- 23/045** *To receive and approve apologies for absence*

- 23/046** *Election of Vice Chair*
- 23/047** *Adoption of Policies previously circulated: Standing Orders, Financial Regulations, Code of Conduct, Risk Assessment, Complaints Procedure, Data Protection, Records Retention, Subject Access Request, Data Breach. Publication Scheme*
- 23/048** **AGAR 2022/23 Certificate of Exemption:** *Council to certify themselves as exempt from external audit and approve and sign the certificate of exemption form for submission to PKF Littlejohn*
- 23/049** **Annual Internal Audit Report 2022/23 Audit:** *To receive and note the annual internal audit report from Internal Auditor Nigel Searle.*
- 23/050** **Section 1 – Annual Governance Statement 2022/23 Agar:** *To approve and sign the annual governance statement form for submission to PKF Littlejohn*
- 23/051** **Section 2 – Accounting Statements 2022/23 for Year End:** *To approve and sign the annual accounting statement for submission to PKF Littlejohn*
- 23/052** **Meetings:** *To set meeting dates for the year June 2023 – May 2024*
Tuesday 1st August 2023
Tuesday 7th November 2023
Tuesday 6th February 2024
Tuesday 14th May 2024 AGM/APM/Full PC Meeting

AGENDA

Full Parish Council Meeting

- 23/053** **Apologies:** *To receive and approve apologies for absence*
- 23/054** **Public address to the council:** *Members of the public are invited to address the council. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their representation through the chairman of the meeting. Actions/decisions can only be made for items listed on the agenda*
- 23/055** **Minutes:** *To receive and approve for signature the minutes of the meeting on Tuesday 7th February 2023*
- 23/056** **To receive declarations of interest under the Council's Code of Conduct related to business on the agenda:** *Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business*
- 23/057** **Actions Outstanding:** *To receive reports on actions outstanding from previous minutes*
- 23/058** **Correspondence:** *To receive correspondence and actions arising*
- 23/059** **Planning:** *To receive any new applications and actions arising*
- 23/060** **S106 Monies:** *To receive update on meeting 7/3/23 with Ian Boyes from Highways*
- 23/061** **Weekley Village Sign:** *To receive update*
- 23/062** **Litter Pick:** *To receive update on Litter Pick event 23/4/23*
- 23/063** **Neighbourhood Watch:** *To receive update from Cllr Cuckson*
- 23/064** **Police Liaison Rep:** *To receive update from Cllr Attwell*
- 23/065** **Parish Council:** *To discuss and decide if Weekley Parish Council to merge with Warkton Parish Council*

Finance

23/066 Insurance: *To approve renewal of insurance policy with BHIB or Zurich. Amount undetermined at time of agenda preparation*

23/067 Payments: *To note payments **£470.63**. To approve **£136.16***

Payments in-between meetings

Ref	Payee	Description	Date	Method	Amount
35	Northants Calc	INV 2737 G Attwell Training	15/04/2023	Online	£7.20
36	Cllr Smith	Wordpress Renewal	15/04/2023	Online	£62.40
37	Information Commissioner	Data Protection	15/04/2023	Online	£40.00
38	Clerk	April Salary	20/04/2023	S/O	£136.16
39	Northants Calc	Annual Membership	15/04/2023	Online	£190.65
40	Warkton Parish Council	½ share of Microsoft Software	20/04/2023	Online	£22.22
41	Northants Calc	Data Protection Officer	20/04/2023	Online	£12.00

£470.63

Payments this meeting

Ref	Payee	Description	Date	Method	Amount
42	Clerk	May Salary	20/05/2023	S/O	£136.16

£136.16

23/068 Bank Balance: *To receive and approve balance at bank and reconciliation*

23/069 Next Agenda: *To request items for inclusion on the agenda for the next meeting*

23/070 Upcoming Meetings: *To agree dates of next meetings for the year*

Signed: *Ruby Cole*

Date: 21st April 2023