



Chairman: Cllr A Sisson

**Clerk: Sarah Kyle
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10th May 2023

Dear Councillor

You are summoned to attend the Annual Meeting of Hethersgill Parish Council which is to be held on **Tuesday 16th May 2023 in the Parish Hall Hethersgill**. The meeting will begin directly after the closure of the Annual Parish Meeting, which will begin at 7pm.

Please let me know, in writing, if you are unable to attend.

Sarah Kyle

Clerk and Responsible Financial Officer

Agenda

1. Election of Chairman for the Council Year 2023/24

The successful nominee will sign the declaration of acceptance of office

2. Appointment of Vice-Chairman

3. Declaration of Acceptance of Office Forms

Members will sign their Declaration of Acceptance of Office forms following the uncontested election

4. Apologies for absence: to receive written apologies and approve reasons for absence

5. Declarations of Interest and Request for Dispensations:

- a) The Clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest and to;
- b) receive declarations by members of interests in respect of items on this agenda

6. Minutes of the meeting of the Parish Council held on 17th January 2023

To receive and approve the accuracy of the last minutes of the Parish Council and to authorise the Chairman to sign - [attached](#)

7. Co-option of Councillor

To consider the co-option of Mr Frank Heaton to the Parish Council

8. Public Participation

In accordance with Standing Order 3e the Chairman will, at her discretion:

- a) invite members of the public to address the meeting in relation to the business to be transacted at this meeting and;
- b) receive reports from the Cumberland Councillor

9. Administrative Matters

9.1 Broadband

To consider any update with improvements in the parish

9.2 Parish Survey

To receive a verbal update

9.3 First Aid Course / First Responder Scheme

To receive a verbal report regarding the provision of a community first responder scheme

9.4 King's Coronation

To receive a verbal report following the successful events

9.5 Community Garden

To receive a verbal update

9.6 Programme of Meetings

To consider the proposed meeting dates for the forthcoming Council year, being:

- 18th July 2023
- 19th September 2023
- 21st November 2023
- 16th January 2024
- 19th March 2024

9.7 Review of Policies and Procedures

To consider the review undertaken by the clerk of the Council's Standing Orders, Financial Regulations, Complaints procedure; procedures and practices in respect of Freedom of Information and data protection legislation; and policy for dealing with the press/media and to agree no changes are recommended at this time

9.8 General Power of Competence

To consider whether to resolve that until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011, to adopt the above

9.9 Brampton Foodbank

To note the opening of the above

10. Highways Matters

10.1 Updates

To verbally update on previously reported matters and bring new issues to the attention of the Clerk

11. Finance Matters

11.1 Payments

To resolve to authorise the payments below:

- Sarah Kyle, April salary £281.96
- Sarah Kyle, May salary £281.76
- HMRC, April PAYE £64.00
- HMRC, May PAYE £64.00
- HSBC, bank charges (monthly), £8.00
- Murray's Printers (newsletters) £128.00
- Murray's Printers (leaflets Balsam Bashers) £79.00
- Sarah Kyle, reimbursements (stamps) £149.30

- BHIB, Insurance, £398.15
- M Irving, reimbursements (bunting), £81.56
- CALC, subscription, £163.70

11.2 Receipts

To note the receipt of the precept of £7000 from Cumberland Council

11.3 Internet Banking

To reconfirm approval for the Clerk to authorise internet banking payments and for the direct debit for ICO payments to continue

12. Annual Governance and Accountability Return 2022/23

12.1 Internal Auditors Report

To consider accepting the end of year internal auditors report for the financial year 2022/23 – [attached](#)

11.2 Certificate of Exemption

To resolve that the Parish Council wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 and to authorise the Chairman to sign and the RFO to submit a Certificate of Exemption to the External Auditor following confirmation that gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2023 - [attached](#)

11.3 Annual Governance Statement

To approve the Annual Governance Statement 2022/23 and authorise the Chairman to sign the Annual return – [attached](#)

11.4 Accounting Statements

To approve Accounting Statements 2022/23 and authorise the Chairman to sign the annual return – [attached](#)

12. Councillor Matters: To bring to the attention of the Clerk any new issues on behalf of residents

Note: no decisions can be made on these matters, but the Clerk may make investigations and/or they may be placed on a future agenda of the Council. Future agenda items should be submitted to the Clerk by 10th July 2023

13. Date of Next Meeting

To resolve that the next meeting of the Parish Council will take place at on Tuesday 18th July at 7.30pm in Hethersgill Parish Hall.