

St Leonards & St Ives Parish Council

The Parish Office

Village Hall, Braeside Road,

St Leonards, Ringwood, Hants, BH24 2PJ

Clerk to the Council: Mr Jonathan Ross

Telephone: 01425 482727 email: office@stleonardspc.org.ukwww.stleonardspc.org.uk8th May 2024**To: All Members of the Parish Council****Dear Councillor****ANNUAL MEETING OF THE PARISH COUNCIL**

You are hereby summoned to attend the Annual Meeting of the Parish Council to be held in the Village Hall on **Wednesday 22nd May 2024 at 7.00 pm**, to transact the business as listed on the agenda below: -

Mr Jonathan Ross, Clerk to Council

Meetings may be recorded to facilitate the compilation of the Minutes only

AGENDA

All Members are respectfully reminded that it is their responsibility to check their Register of Interest forms to ensure that any changes are reflected. Their current forms are available online.

- 1. Election of Chair of the Council for the 2024/2025 Municipal Year.**
- 2. Declaration of Acceptance of Office** - The Chair will declare their acceptance of office and sign the Declaration of Acceptance of Office form as Chair.
- 3. Election of Vice-Chair of the Council for the 2024/2025 Municipal Year.**
- 4. Declaration of Acceptance of Office** - The Vice-Chair will declare their acceptance of office and sign the Declaration of Acceptance of Office form as Vice-Chair.
- 5. Public Open Forum immediately after the above items for 5-10 minutes** - The public may submit and are encouraged to send any comments on the matters listed on this agenda below by email to clerk@stleonardspc.org.uk in addition to joining the meeting these will then be circulated to Members. Comments need to be received by 9am on the day prior to the meeting for consideration. Members of the Public are reminded that they must not interrupt the meeting outside of the public forum. We reserve the right to exclude any person from the meeting if they are disrupting the meeting.
- 6. Pecuniary Interests:** Members are required to declare any Pecuniary Interests which have not already been included on their Register of Interests form. To consider any written requests for a Grant of Dispensation for items on the agenda.
- 7. Apologies:** To receive Apologies for absence
- 8. Minutes of the Parish Council Meeting held on 24th April 2024** - To approve and

adopt the minutes of this meeting. To be signed by the Chairman as soon as possible after the meeting.

9. Minutes of the Village Hall Management Committee for January, February, March 2024.

10. Matters Arising:

11. Appointment of Committees, sub committees and Parish Council Representatives to Outside Organisations/Specific Posts (see description of roles – green folder) for 2024/2025.

1. To confirm the appointment of Members of the Planning Committee
2. To confirm the appointment of Parish Council representatives.
 - a. Clerks Committee.
 - b. Authorised Financial Signatories.
 - c. Reserves Committee.
 - d. Emergency Planning.
 - e. Scrutiny of Accounts.
 - f. GDPR.
 - g. DAPTC.
 - i. Homewatch – disbanded
 - j. Environmental Matters
 - k. Waste Forums.
 - l. Airport Forum.
 - m. Heathland Consultations as necessary.
 - n. Flood Warden.
 - o. Tree Warden.
 - p. Litter.
 - q. Rights of Way, Footways.

12. Correspondence:

13. Members Handbook - Annual Review of Council Governance Documents and Policies in accordance with Standing Order 5. (j) – Please see the attached report.

13.1 Members to resolve that no changes are required to the listed documents.

13.2 Members to resolve to accept the amended documents as follows:

1. Risk Assessment and Risk Management Policy
2. Assets Register
3. Policy No 2. Financial Regulations.
4. Policy No 17. Social Media Policy.

14. Asset Inspections: The following assets have been inspected and reports produced:

1. **Parish sites** – To receive the inspection report on the condition of all parish sites.
2. **Bus Shelters** – To receive the inspection report on the condition of the bus shelters.

15. To review the General Power of Competence (GPC).

16. Clerks Report: To receive the Clerk's report.

17. Finance:

1. To review and approve the schedule of payments for April 2024.
2. To review and approve the bank reconciliation for end of April 2024.

3. To receive the report from the Internal Auditor and consider recommendations made.
4. To approve regular direct debit payments to:
 - a) SSE for play area lights
 - b) Onecom for broadband and telephone provision monthly.
 - c) Gas and water.
 - d) Information Commissioners Office, Data Protection, Annual Fee.
5. To note receipt of the first half of the precept at £53,591.60.
6. To note the update annual budget report.
7. VHMC Grant for 2024/2025 – Minute 131.1, 27th September 2023 refers, Members to consider and if minded to authorise the payment of the grant to the VHMC for 2024/2025 of £11,500

18. Annual Return for 2023/2024 -

1. Internal Audit completed on 9th May 2024 and AGAR signed off by Auditor.
2. Annual Governance Statement for 2023/2024, Section 1 – Members to consider the Annual Governance Statement and if minded resolve that the Council agrees with the declarations made. The Clerk and Chair to be authorised to sign Section 1.
3. Accounting Statements for 2023/2024, Section 2 - Members if minded resolving that the Accounting Statements present fairly the financial position of the Council and its receipts and payments for the financial year 2023/2024. The Clerk and Chair to be authorised to sign Section 2.

19. Annual Insurance Renewal –The Council has reached the end of its five-year insurance contract with Zurich which commenced in April 2019. Members to receive quotes from insurance companies to renew its annual insurance policy. Members if minded authorising the Clerk’s recommendation.

20. To adopt the approved minutes of the following Committee Meetings: -
Planning held on 16th May 2024.

21. Dorset Council – Report from appointed Member circulated prior to the meeting

22. Parish Councillors’ Reports:

23. Register of Interest Forms – Members are respectfully reminded that it is their responsibility to regularly check and if necessary, amend their Register of Interest forms. These are available online.

24. Exchange of information: Next meeting date is 26th June 2024. The Annual Parish Assembly is to be held on 29th May 2024 at 7pm in the Main Village Hall.