

## St Michael Parish Council

Notice is hereby given of the **Annual Meeting of St Michael Parish Council** at 6.30 p.m. on Tuesday 14<sup>th</sup> May 2024, to incorporate the **Annual Parish Meeting**.

Venue: The School Room, rear of St Mary's Church, Childwick Green,

**All residents of St Michael Parish are invited to attend, along with any interested parties.**

**The Parish Council Members' attendance is hereby summoned.**

Julia Reading, Parish Clerk, on behalf of Cllr David Meachin, Chairman

29 April 2024

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### AGENDA

*The evening will begin with an informal welcome from Cllr David Meachin, Chairman of the previous year, and his introduction of any guests present. Please note that the annual meetings must follow a prescribed order of business, up to and including item 9 below.*

#### **Part 1 – The Annual Parish Meeting**

- I. Apologies for absence
- II. Minutes of the Annual Parish Meeting held on 16<sup>th</sup> May 2023
- III. Chairman's report to St Michael Parish for the year ending 30th April 2024
- IV. Presentation of the Annual Accounts for the financial year ending 31 March 2024  
*The accounts are now available on our website at <https://www.stmichaelpc.org.uk/finances/>*
- V. Electors'/residents' discussion forum.  
*NB, While any person is welcome to attend, only registered electors of the parish may speak (and, if required, vote) at the Annual Parish Meeting. Please see also item 10 in Part 2.*
- VI. Close and move to the Annual Meeting of St Michael Parish Council

#### **Part 2 – The Annual Meeting of St Michael Parish Council**

1. To note the resignation on 19<sup>th</sup> April of Cllr Elizabeth Rose, and the publication of the consequent statutory notice of the casual vacancy. *See also item 16 below.*

*Providing the Meeting is quorate:*

2. To elect a Chairman, and then a Vice Chairman, of the Parish Council for the year ending 30 April 2025, and to arrange to receive both of their Declarations of Acceptance of Office
3. To appoint any representatives to outside bodies (*e.g. SADALC; SADC Planning*)
4. To consider the payment of any subscriptions falling to be paid (*as in 2024/25 budget*)
5. To inspect any deeds and trust investments in the custody of the Council (*none*)
6. To consider any apologies for absence from Members
7. To receive any Declarations of Members' Interests *NB, new written declarations will be requested before the September meeting*
8. To approve the Minutes of the Parish Council Meeting held on 19 March 2024. *Unless specifically tabled elsewhere in this Agenda, any matters arising to be discussed at item 16*
9. The Annual Governance and Accountability Review (AGAR) for year ending 31 March 2024
  - i. To receive the Internal Auditor's report;
  - ii. To approve the accounts, as earlier presented to the Annual Parish Meeting;
  - iii. To approve: (a) the Annual Governance Statement; (b) the Annual Accounting Statements; and (c) a Certificate of Exemption from a limited assurance review
  - iv. To agree that the period of public rights to inspect the AGAR documents and supporting accounts will run from Monday 3<sup>rd</sup> June to Friday 12<sup>th</sup> July 2024 inclusive

10. Public session

*At St Michael we set aside this specific time to discuss matters raised by members of the public, who have a role, in law, as observers to, but not as participants at, the Meeting. Guests may speak at the Chairman's invitation and discretion, and may be asked to limit .*

- i. The Chairman will invite a representative from Cala Homes to give a short presentation for general interest, (15 minutes) and may allow a period for discussion;
- ii. The Chairman will invite questions from members of the public, **up to 3 minutes each.**

11. To consider any grant applications received up to 7<sup>th</sup> May 2024 (NB, *One received to 2<sup>nd</sup> May*)

12. To review the Parish Council's Insurance arrangements from 1 June 2024

13. To authorise payments due at 14<sup>th</sup> May along with payments known to be due before the next Meeting of the Parish Council. *(Schedule to follow)*

14. To consider planning applications dealt with by SADC since the previous Meeting  
*Schedule of current cases (to date) as overleaf; any further applications or decisions will be included at the Meeting. Periodic updates are available at our website:*  
<https://www.stmichaelpc.org.uk/planning-applications/>

15. To receive the minutes of the SADALC meeting held on 8<sup>th</sup> April 2024

16. Councillors' discussion time, to include, if any:

- **To note that a Gifts policy will be drawn up for consideration at the September meeting**
- To consider a retirement gift/tribute for former Councillor Elizabeth Rose
- Matters arising from previous Meeting(s)
  - Planning enforcement
  - Cycle path along A1081
  - Community engagement
- Reports from Members
- Items of interest circulated to Councillors prior to the Meeting
- Any other updates from the Clerk

17. i. To consider any applications for co-option to the office of Parish Councillor *(NB, there are two current casual vacancies)*

ii. **If vacancy(ies) remain, to approve the printing cost of a small advertisement/flyer**

18. Any other business, at the discretion of the Chairman

19. To agree the time and date of the next Meeting, at the same venue:

Suggested: 6.30 (or 7.00?) pm, Tuesday 10<sup>th</sup> or 17<sup>th</sup> September 2024