

3 May 2024

**To Cllrs: Jim Beaven, Steve Cowler, Sue Debono, Anne Downes, Bernadette King, Tom McMullen (chairman)**

Councillors are respectfully summoned to attend this meeting for the transaction of business in the agenda below. The meeting is open to members of the public and press. All relevant information can be found here: [westmillpc.org.uk](http://westmillpc.org.uk)

**WESTMILL PARISH COUNCIL ANNUAL MEETING**  
to be held on **Wednesday 15 MAY 2024**  
at **7.30pm** in **Westmill Village Hall**



Clerk to the Council  
[clerk@westmillpc.org.uk](mailto:clerk@westmillpc.org.uk)

**AGENDA**

**24.15 ELECTION OF CHAIRMAN**

To elect a chairman for 2024/25 and sign Declaration of Acceptance of Office

**24.16 APOLOGIES**

To receive or accept apologies for absence

**24.17 DECLARATIONS OF INTEREST**

To receive declarations of interest from councillors on items on the agenda

**24.18 MINUTES OF PREVIOUS ANNUAL PARISH COUNCIL MEETING**

To approve the [Minutes of the Annual meeting of Westmill Parish Council held on Wednesday 17 May 2023](#) as an accurate record of proceedings

**24.19 MINUTES OF PREVIOUS PARISH COUNCIL MEETING**

To approve the [Minutes of the Westmill Parish Council meeting held on Wednesday 14 February 2024](#) as an accurate record of proceedings

**24.20 PUBLIC PARTICIPATION**

To allow members of the public and councillors to raise matters of concern

**24.21 COUNCILLORS' REPORTS**

To receive reports from parish, district and county councillors on activities undertaken in the parish

**24.22 UKSPF FUNDING**

To suggest projects to submit for funding, projects should have a generic benefit to increase use of a facility/place or enjoyment for the community

**24.23 PARISH COUNCIL ANNUAL PLAN**

To consider the aims and objectives of the council for 2024/25

**24.24 PARISH COUNCIL DOCUMENTATION**

To consider, review and agree [council policies and documents](#):

- a) Code of Conduct
- b) Financial Regulations
- c) Financial and Management Risk Assessment
- d) Complaints Procedure
- e) Publication Scheme
- f) Privacy & Cookies Policy
- g) Standing Orders
- h) [Asset Register](#)
- i) Accessibility Statement
- j) Equality and Diversity Policy

#### **24.25 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)**

Audit requirements for the year ending 2023/24 if approved, to be signed by the chairman

- a) To approve the Annual Accounts 2023/24
- b) To approve the Certificate of Exemption 2023/24
- c) To approve the Annual Internal Audit Report 2023/24
- d) To approve Section 1, Annual Governance Statement 2023/24
- e) To approve Section 2, Accounting Statements 2023/24
- f) Dates of the period for the Exercise of Public Rights (Monday 3 June - Friday 12 July 2024)

#### **24.26 FINANCE**

- a) [To authorise payments made in accordance with the budget](#)
- b) [To note receipts](#)
- c) To explain precept calculation
- d) To confirm insurance arrangements for insurable risks
- e) To review subscriptions to outside bodies
- f) To review expenditure under the Local Government Act 1972, s137
- g) To review clerk salary (outside the public meeting)

#### **24.27 PLANNING**

- a) To receive [Planning Report](#) and current Planning Applications
- b) To review if the 3 month conditions on the decision notice dated 5 February 2024 3/21/2509/FUL have been met

#### **24.28 HIGHWAYS**

- a) To receive an update on faults and repairs
- b) To receive an update on signs and road markings
- c) Safety measures on A10

#### **24.29 VILLAGE GREEN**

To consider further measures to prevent damage to the greens

#### **24.30 RISK ASSESSMENT**

To receive an updated risk assessment from Cllr Downes

#### **24.31 CLERK'S REPORT**

Items for information only

#### **24.32 DATES OF NEXT MEETINGS**

Proposed: 4 September and 27 November 2024, 12 February, 14 May 2025