

Grafton Underwood Parish Council

Clerk: Mrs Pat Bird
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To members of the council:

You are hereby summoned to the **Annual Meeting** of Grafton Underwood Parish Council to be held at Grafton Underwood Village Hall on **Tuesday 28th May at 7:30pm** for the purpose of transacting the following business:

Agenda

- 24/012 To elect a chairman for the forthcoming year and to receive their declaration of acceptance
- 24/013 To elect a vice-chairman for the forthcoming year
- 24/014 To receive apologies for absence and to determine if the absence is approved (reason for absence to be advised)
- 24/015 To approve the minutes of the extraordinary council meeting held 7th May 2024 as an accurate record
- 24/016 To note any matters arising from the minutes not included on the agenda, for report only
- 24/017 To note any declarations of pecuniary or prejudicial interests in relation to any items on the agenda

Public participation

- 24/018 Members of the public have an opportunity to address the Council on any matter for a maximum of three minutes subject to an overall public speaking time of 15 minutes.
- 24/019 To receive a report from the Unitary ward member(s)

Planning Matters

- 24/020 To approve the Grafton Underwood Pre-Submission Neighbourhood Plan and associated documents (Draft Strategic Environmental Assessment Screening Statement and Draft Habitat Regulations Screening Report) for consultation under Regulation 14 of the Neighbourhood Planning (General) Regulations 2012.

Governance Matters

- 24/021 To review the Member Code of Conduct and to acknowledge the seven principles of public life
- 24/022 To approve the council's inclusion in the Community Governance Review being undertaken by North Northamptonshire Council
- 24/023 To note that the annual review of the council's Standing Orders and Financial Regulations will be undertaken at the council's next meeting

Representative appointments / memberships

- 24/024 To appoint the clerk as the council's Police Liaison Representative for the forthcoming year
- 24/025 To appoint Cllr Wildgoose as the Council's lead for the development of Grafton Underwood's Neighbourhood Plan, supported by the Clerk, for the forthcoming year
- 24/026 To approve membership of
- a) Northamptonshire County Association for Local Councils (NCALC)
 - b) Society of Local Council Clerks (SLCC)

Finance Matters

- 24/027 To review and approve any required changes to the bank signatories / authorisers
- 24/028 To approve the awarding of a pay increase for the clerk in recognition of achieving their CiLCA qualification.
- 24/029 To note the Finance Report and to approve for payment the schedule of payments presented

Annual Governance and Accountability Return (AGAR)

- 24/030
- a) To receive and note the Annual Internal Audit Report 2023/2024
 - b) To approve the Receipts and Payments 2023/24
 - c) To complete and sign the Annual Governance Statement 2023/24
 - d) To consider, approve & sign the Accounting Statements 2023/24
 - e) To complete and sign the Certificate of Exemption – AGAR 2023/24
 - f) To note the dates for the exercise of electors rights re inspection of the annual accounts (Monday 3 June 2024 – Friday 12 July 2024)

Other Matters

- 24/031 To determine any training requirements for members and the clerk for the forthcoming year
- 24/032 To receive and note any updates from the chairman including points raised from the Annual Parish Meeting which will require future council decisions / actions
- 24/033 To receive and note any updates from members and the clerk, for report only
- 24/034 To set the date of the next scheduled meeting and consider any agenda items
- 24/035 Close

Pat Bird

Pat Bird, Clerk to Grafton Underwood Parish Council
21st May 2024