

Date of Publication: 4 May 2023

TO: ALL MEMBERS OF LEINTWARDINE GROUP PARISH COUNCIL: Councillors Samantha Archer (Chair), Maureen Williams (Vice-Chair), Peter Bristow, Lucy Gimlik, Vincent Griffin, Michael Guest, Teresa Guest, Paul Hand, Mike Layward, William Llewellyn, Terrance Mullett and Nigel Offer. (2 vacancies)

NOTICE OF MEETING

You are hereby summoned to attend **The Annual Parish Council Meeting** of Leintwardine Group Parish Council which will be held at **Leintwardine Community Centre** on **Friday 12 May 2023 commencing at 7.00pm** at which your attendance is required. Members of the Press and Public are invited to attend.

Cheryl Woolley

Cheryl Woolley
CLERK TO THE COUNCIL

No	Item	Description
23.45	ELECTION OF CHAIR	To elect the Chair of the Council and to receive the Chair's Declaration of Acceptance of Office
23.46	ELECTION OF VICE-CHAIR	To elect the Vice-Chair of the Council.
23.47	APOLOGIES:	To receive apologies for absence.
23.48	DECLARATIONS OF INTEREST:	To note declarations of interest and receive written requests for dispensation.
23.49	OPEN SESSION:	
	49.1	To receive representations from members of the public on other parish matters. (Maximum 5 minutes per person up to a maximum of 15 minutes in total).
	49.2	Report from West Mercia Police if in attendance
	49.3	To receive a report from the newly elected Ward Councillor (Herefordshire Council Mortimer Ward)
23.50	MINUTES:	
	50.1	To approve the Minutes of the meeting held on 13 April 2023
23.51	WORKING GROUPS/COMMITTEES	
	51.1	To appoint the following Working Groups/Posts, subject to Full Councils approval of group headings: Finance Working Group or Finance Committee? Planning/Environmental Working Group Highways and Flood Working Group Cemetery and General Maintenance Working Group Policy and Procedures Working Group Communications/Public Relations/Media Working Group Tree Wardens Leintwardine Community Centre Representative Friends of Leintwardine Community Library Representative Footpath Officer(s) Internal Auditor

	51.2	To confirm/develop Terms of Reference for the Working Groups once groups have been set up
	51.3	To appoint Members to sit on the Working Groups.
23.52	STANDING ORDERS	To formally adopt Standing Orders for 2023/24. A copy is available on the Parish Council website.
23.53	FINANCIAL REGULATIONS	To formally adopt Financial Regulations for 2023/24. A copy is available on the Parish Council website.
23.54	CODE OF CONDUCT	To formally adopt the Code of Conduct. A copy has been sent to all Councillors.
23.55	FINANCE & POLICY	
	55.1	Outstanding Accounts – To approve and sign the following invoices for payment: • Clerks Wages £ 678.20, HMRC – PAYE £ 65.40 • MJ Contracting £893.00 • To reimburse the clerk – £ 56.80 -ICO £ 40 Subscription + Ink Spot printing £ 16.80 To approve the purchase of Arnold Baker – Local Council Administration Approx £ 165.00 (Guide to the specialist field of local Government Law, it is a key text for Parish Councils). To note receipt of first precept payment of £ 14,367.50 for 2023/2024 and the closing bank balance after the above payments have been paid £ 18,217.69
	55.2	Accounts/Audit and AGAR – To agree that these will be reviewed by the Finance Committee/Working Group before the next meet to be held on Thursday 1 June 2023.
	55.3	Donations to LVHCC - To consider donating a retrospective grant to the Community Centre of £100 towards the Coronation activities. Also, to consider purchasing gifts for their quarterly fund raisers to a value of £50.00.
	55.4	Cheque/Account Signatories – To confirm and add Cheque/bank signatories and account authorisation for 2023/2024
	55.5	Review of Land and Assets – To agree that this will be reviewed at the first meeting of the Finance Committee/ Working Group.
	55.6	Meeting Schedule: To confirm the following meeting schedules for 2023/24: Thursday 1 June 2023 Thursday 6 July 2023 Thursday 3 August 2023 Thursday 7 September 2023 Thursday 5 October 2023 Thursday 2 November 2023 Thursday 7 December 2023 Thursday 4 January 2024 Thursday 1 February 2024 Thursday 7 March 2024
23.56	PLANNING	To consider any planning consultations received from Herefordshire Council and agree comments (if any) to be submitted by the Parish Council for determination by

		Herefordshire Council.
	56.1	No applications
23.57	ENVIRONMENT AND COMMUNITY	
	57.1	Training Session – agree and arrange date for in house training session with HALC.
	57.2	To consider replacing/repairing the bench on The Green
	57.3	Verge Cutting – To consider areas that will not be cut this year – reply is needed to BBLP by 12 May 2023, but clerk has requested extension to Monday 15 May.
23.58	LENGTHSMAN	
	58.1	To note works undertaken by the Lengthsman
	58.2	Drains full of mud The Criftins
23.59	NEXT MEETING	The next meeting of the Parish Council will take place on Thursday 1 June 2023 at 7.00pm.
23.60	AGENDA ITEMS FOR NEXT MEETING	To receive agenda items for the next meeting:
	CLOSE	