

WEST KNOYLE PARISH COUNCIL

Parish Clerk – Mrs. L. C. Wood

Correspondence address: Duchy Manor, Springfield Road, Mere, Wiltshire. BA12 6EW

Tel: (01747) 860701

e-mail: lindseywood@merewilts.org

6th May 2023

Dear Councillor,

Your attendance is requested for the Annual Parish Council meeting to be held on Tuesday, 16th May 2023 immediately after the Annual Parish Meeting in West Knoyle Village Hall.

Yours sincerely,

Mrs. L. C. Wood,
Parish Clerk.

AGENDA

- 1. To elect Chairman of West Knoyle Parish Council for 2023/24 and to receive the Chairman's Declaration of Acceptance of Office**
- 2. To elect Vice-Chairman of West Knoyle Parish Council for 2023/24 and to receive the Vice-Chairman's Declaration of Acceptance of Office**
- 3. To receive apologies for absence.**
- 4. To receive any declarations of disclosable pecuniary interests and other interests from Councillors on matters to be considered at the meeting.**

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the West Knoyle Code of Conduct for Members and by the Localism Act 2011.

5. Public Session

This provides an opportunity for members of the public to raise questions about and comment on items on the agenda. The Chairman will re-convene the Parish Council meeting after the public session (please note that members of the public are no longer permitted to speak unless invited to do so by the Chairman).

Please Note: By entering the meeting room you are consenting to the use of your name being recorded in the Minutes. The meeting may also be recorded by the press or members of the public. Any person or organisation choosing to film, record or broadcast any meeting of the Council or its committees is responsible for any claims or other liability resulting from them so doing and by choosing to film, record or broadcast proceedings they accept that they are required to indemnify the Council, its members and officers in relation to any such claims or liabilities.

7. Minutes – To approve Minutes of Parish Council meeting held on Tuesday, 22nd March 2023.

9. To appoint/re-appoint representatives to outside bodies/organisations and arrangements for reporting back:

Organisation	2022/23 Representative	2023/24 Representative
Footpaths & Rights of Way	Cllr. Alex Davies	
Village Hall		
Parish Steward	Cllr. Tony Davis	

Area Board	Chairman & Vice-Chairman	
Play Area Safety Inspections	Cllr. Marcus Randall	

10. To review bank accounts and signatory arrangements.
11. To appoint/reappoint internal auditor
12. To review and adopt the Standing Orders for West Knoyle Parish Council
13. To review and adopt the Financial Regulations for West Knoyle Parish Council
14. To fix the dates and times of ordinary meetings of the Council for the ensuing year.

15. Matters Arising

16. Wiltshire Councillor's Report

17. **Planning** (All applications can be viewed on Wiltshire Council's website <http://www.wiltshire.gov.uk/environmentandplanning/planninganddevelopment/planningapplicationssearchonline/planningsearch.htm> – and type in the relevant application number)

a) Applications to consider at the meeting:

- None

b) Applications considered/determined since last meeting:

- None

18. **Footpaths, Highways, Traffic & Transport**

- a) Highway and footpath issues for parish steward
- b) Flooding at Stoney Bridge

19. **Play Area**

- a) Play Area maintenance & other equipment repairs

20. **Finance**

a) Assets/Insurance - To review Council's asset register & insurance provision

b) Payments - To approve payments as shown in payment schedule:

Community First	Zurich Municipal Policy Renewal Premium (1.6.23 – 31.5.2)	
WALC	Annual Subscription	60.48
Mere Matters	S. 137 Donation	80.00
Mere & District Linkscheme	S. 137 Donation	80.00
Citizens Advice Bureau	S. 137 Donation	60.00
H. M. Revenue & Customs	PAYE 2023/24 – Quarter 1	55.00
L. C. Wood	Salary (April, May & June – Q1 2023/24)	220.00
Mere Parish Council	Contribution towards office (2023/24)	85.00
Rob Pearce Ground Maintenance	Play Area – Grass Cutting	

a) Audit of Accounts for the year ending 31st March 2023:

- I. To consider the Accounting Statements prepared & signed by the Responsible Financial Officer (RFO)
- II. To receive and note the Annual Internal Audit Report
- III. To approve the Annual Governance Statement (Section 1)
- IV. To approve the Accounting Statements (Section 2)
- V. Certificate of Exemption – To confirm that West Knoyle Parish Council meets the qualifying criteria to be exempt from a limited assurance review by the external auditor and to RESOLVE to certify West Knoyle Parish Council “exempt” from External Audit.
- VI. Chairman & Clerk sign the Annual Governance Statement and Chairman signs the Accounting Statements
- VII. Notice of Public Rights & Publication of Unaudited Annual Governance & Accountability Return & to note commencement date for the exercise of public rights (as set by the RFO)
- VIII. Chairman & RFO to sign the Certificate of Exemption

Before 1 September 2023

The authority publishes: (on its website)

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| <ol style="list-style-type: none"> a) The Annual Internal Audit Report; b) The Annual Governance Statement; c) The Accounting Statements; d) An analysis of any significant year on year variances e) A bank reconciliation as at 31 March 2023 f) A copy of the Certificate of Exemption; g) Details of the arrangements for the exercise of public rights; and h) The name and address of the External Auditor |
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b) Clerk’s Vacancy

20. General Items

21. Date of next meeting

Members are reminded that the Parish Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health & Safety and Human Rights.