

Clerk: Mrs. Ruby Cole
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Date: 5th May 2023

To: All Parish Councillors

From: Mrs R Cole, Clerk to Holcot Parish Council

Dear Councillor,

You are hereby summoned to attend the meetings of: Holcot Annual Parish Council meeting & Holcot Full Parish Council Meeting to be held on **Monday 15th May 2023** at **7.00pm** in the Church Room, Main St, Holcot, Northampton NN6 9SP when the under mentioned business will be transacted.

AGENDA

Annual Parish Council Meeting

- 23/091 Election of Chair:** *To nominate and elect Chair*
- 23/092 Acceptance of Office for Chair:** *Present 'Acceptance of Office' form for signature*
- 23/093 Apologies:** *To receive and approve apologies for absence*
- 23/094 Election of Vice Chair:** *To nominate and elect Vice Chair*
- 23/095 Adoption of Policies previously circulated:** *Standing Orders, Financial Regulations, Code of Conduct, Risk Management. Council to approve to review the remainder of the policies throughout this financial year*
- 23/096 AGAR 2022/23 Certificate of Exemption:** *Council to certify themselves as exempt from external audit and approve and sign the certificate of exemption form for submission to PKF Littlejohn*
- 23/097 Annual Internal Audit Report 2022/23 Audit:** *To receive and note the annual internal audit report from NCalc Internal Auditor*
- 23/098 Section 1 – Annual Governance Statement 2022/23 Agar:** *To approve and sign the annual governance statement form for submission to PKF Littlejohn*
- 23/099 Section 2 – Accounting Statements 2022/23 for Year End:** *To approve and sign the annual accounting statement for submission to PKF Littlejohn*
- 23/100 Councillors Roles:** *Appointment of Parish Councillor roles and sectors*
- 23/101 Meetings:** *To set and agree meeting dates for the year June 2023 – May 2024*
19th June 2023
17th July 2023

21st August 2023
18th September 2023
16th October 2023
20th November 2023
18th December 2023
15th January 2024
19th February 2024
18th March 2024
15th April 2024
15th May 2024 Annual Parish Council Meeting & Full Parish Council Meeting
Annual Parish Meeting date to be set between 1st March 2024 & 1st June 2024

AGENDA

Full Parish Council Meeting

- 23/102 Apologies:** *To receive and approve apologies for absence*
- 23/103 Cycle4Cynthia:** *Talk from Sarah Denston regarding the annual cycling event which will be passing through Holcot parish Sunday 17th September 2023*
- 23/104 Public address to the council:** *Members of the public are invited to address the council. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their representation through the chairman of the meeting. Actions/decisions can only be made for items listed on the agenda*
- 23/105 Minutes:** *To receive and approve for signature the minutes of the Full parish council meeting held on Monday 20th March 2023 & 17th April 2023*
- 23/106 To receive declarations of interest under the Council's Code of Conduct related to business on the agenda:** *Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business*
- 23/107 Actions Outstanding:** *To receive reports on actions outstanding from previous minutes*
- 23/108 Correspondence:** *To note correspondence received and agree actions arising*
- 23/109 Planning:** *To receive and respond to new planning applications*
- 23/110 Annual Parish Meeting:** *24th May 2023 To confirm plan*
- 23/111 New Parishioners:** *To note any new parishioners*
- 23/112 Defibrillator Training:** *8th June 2023. To receive update on final plan*
- 23/113 King Charles III Coronation:** *6th & 7th May 2023. To receive update on event*
- 23/114 Training:** *To receive feedback on course attended by Cllr Heasman 'Off to a Flying Start' 27th April 2023*

To Receive Updates and Decisions Arising

- 23/115 Road Safety and Highways:** *To receive update*
- 23/116 Police Liaison:** *To receive update*

Finance

23/117 Insurance: *BHIB Increase to £553.21. To note and approve*

23/118 Internal Audit: *Retrospective approved payments from cancelled July meeting to be stated for minute purposes 125 - 131 £2578.86*

Ref	Payee	Description	Date	Method	Amount
125	Clerk	July Salary & Back Pay Remuneration from 1st April 2022	12/07/2022	Online	422.68
126	EON Energy Solutions	Street Light Maintenance ¼ ending 30th June 2022	12/07/2022	Online	43.84
127	Northants Calc	Membership Subscription to 31st March 2023	12/07/2022	Online	571.62
128	Park Landscapes	Mowing Services 24th May - 28th June 2022	12/07/2022	Online	1140.00
129	Cllr Ferguson	Community Payback Project	12/07/2022	Online	240.79
130	Playground Supplies	Annual Play Equipment Inspection	12/07/2022	Online	66.00
131	SSE	Electricity Supply 02/06/22 - 01/07/22	12/07/2022	Online	93.93

£2,578.86

23/119 Payments: *To note receipts received since April meeting £10,734.19. To approve and authorise bank payments below totalling £603.14*

Payments In

Date	From	Description	Amount
19/04/2023	WNC - Finance	Mowing Grant 22/23	372.06
17/04/2023	Holcot Allotments	Allotment Services 22/23	281.09
28/04/2023	WNC - Finance	Precept - First Half	9750
26/04/2023	HMRC	VAT Reclaim 31/12/22 - 31/03/23	331.04

£10,734.19

Payments Out

Ref	Payee	Description	Date	Method	Amount
191	SSE	Electricity Supply 02/03/23 - 03/04/23	16/05/2023	Online	89.16
192	Cllr Bonsor	Reimbursement of Coronation Coins	16/05/2023	Online	198.00
193	Clerk	April Salary	16/05/2023	Online	315.98
194	Northants Calc	Cllr Training	16/05/2023	Online	57.60

£660.74

23/120 To receive financial report and approve bank reconciliation: *Circulated to councillors via email. Signature required*

23/121 Next Agenda Items: *To request items for next agenda*

23/122 Next Meeting: *To confirm date of next meeting - Monday 19th June 2023 in Church Room*

Signed: *Ruby Cole*

Date: 5th May 2023