

# Great Addington Parish Council

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Date: 26 April 2023

Dear Councillor

You are hereby requested to attend, and members of the public and press are invited to attend, the Annual Meeting of Great Addington Parish Council to be held in the Memorial Hall on **3 May 2023 at 7.45pm** to transact the following business.

*Elaine Scott*

(Clerk/RFO to the Council)

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## AGENDA

### 23/557 Election of Officers

- a) To elect the Chairman for 2023/24  
The Council will elect the Chairman for 2023/24 which will be followed by the signing of the Chairman's Declaration of Acceptance in the presence of the Clerk.
- b) To elect the Vice Chairman for 2023/24

**23/558** To receive and accept apologies for absence. (Reasons to be advised.)

**23/559** Declaration of interest by any Councillor who has a Disclosable Pecuniary Interest or other interest in any of the following agenda items.

**23/560** To receive information requests in accordance with the Freedom of Information Act 2000

**23/561** To receive comments from members of the public in attendance in accordance with our Standing orders.

**23/562** To resolve to exclude members of the public from the meeting when agenda items containing confidential information are transacted.

### 23/563 Financial Appointments

- a) To appoint the Internal Controllers for 2023/24
- b) To appoint the Internal Auditor for 2023/24

### 23/564 Governance

- a) To approve any amendments to this councils' governing documents
- b) To adopt / re-adopt this council's governing documents
- c) To approve any proposed amendments to this councils' delegation arrangements  
To give delegated authority to the Clerk to review all policies and procedures.  
To give delegated authority to named councillors to approve policies
- d) To appoint representatives of this council to external bodies
  - (i) Police Liaison rep
  - (ii) Memorial Committee rep
  - (iii) APFA rep

- e) To confirm dates and times of ordinary council meetings 2023/24

**23/565** To approve the Minutes of the Meeting held on 5 April 2023

**23/566** Review action log (including actions arising from the internal control check).

**23/567 Minor Items:**

- a) To receive report from NNC representative
- b) To receive and note applications and decisions notified by NNC Planning.
- c) To receive and note correspondence/reports/publications from other organisations and members of the public.

**23/568 Finance**

- a) To receive and approve the **monthly financial statements and bank reconciliation**
- b) To note that a **VAT claim** for £1,980.13 has been submitted.
- c) To note options and approve **insurance cover** in respect of all insured risks for 1<sup>st</sup> June 2023 to 1<sup>st</sup> June 2024.

To **pre-approve payment of the insurance premium** for the approved policy.

The BHIB premium quoted is £286.23, an increase of 2.7% from £278.56 last year.

The Zurich premium quoted is £300.00, an increase of 7.7% from last year.

- d) To note receipts as detailed below:

Receipt ref	Payer	Description	Amount (inc VAT) £
REC23/01	North Northants Council	Precept	11,759.00

- e) To **approve payments** in accordance with relevant legislation and once confirmation has been received that the proposed transactions have been budgeted accurately.

Payment ref	Payee	Description	Amount (inc VAT) £	VAT £	Power
PAY23/11	LLOYDS BANK (DD)	Credit card fee (April)	3.00	0.00	LGA 1972 S111
PAY23/12	NACRE	Membership fee	35.00	7.00	LGA 1972 S143
PAY23/13	ELAINE SCOTT	Clerk salary (25 May)	228.15	0.00	LGA 1972 S112
PAY23/14	HMRC	Income Tax	52.80	0.00	LGA 1972 S112
PAY23/15	LLOYDS BANK (DD)	Credit card fee (May)	3.00	0.00	LGA 1972 S111
PAY23/16	ELAINE SCOTT	Clerk salary (25 June)	228.15	0.00	LGA 1972 S112
PAY23/17	HMRC	Income Tax	52.80	0.00	LGA 1972 S112
PAY23/18	SITEGROUND	Domain name	17.99	3.00	LGA 1972 S142

**23/569 Neighbourhood planning.**

To note any update from the Neighbourhood Planning Steering Group

**23/570 Village enhancement.**

- a) Dog fouling – to consider the Keep Britain Tidy scheme and approve a budget.
- b) Wild flower garden (with APFA) – update

**23/571 Community**

- a) Kettering Energy Park consultation – consideration of concerns raised by residents.
- b) Next coffee morning – to consider objective and date, and approve a budget.
- c) Assets of Community Value – to consider the current [Assets of Community Value Register](#) and any updates required.
- d) Saints Alive. To agree GAPC's copy for the June and July 2023 issues of Saints Alive!

**23/572 Councillor and Clerk training and conferencing**

- a) To note and consider training/conferencing options for Councillors and Clerk
- b) To receive meeting/training reports from Councillors

**23/573 Additional business to be included on the agenda of the next meeting**

**23/574 To confirm the list of action items from this meeting**

**23/575 To confirm the date and time of the next meeting of the Council**

The next meeting of the Council is scheduled for Wednesday 12 July 2023 at 7.45 pm in the Memorial Hall. No meeting is scheduled for June 2023.