

# PLUMSTEAD PARISH COUNCIL

Councillors are summoned to attend the Annual Meeting of Plumstead Parish Council which will be held on Wednesday 10 May 2023 at approximately 6.15 pm in Plumstead Church

The Public are welcome to attend this Parish Council meeting

Please note that the agenda below will be significantly modified if a Parish Clerk has not been appointed.

- 1 Attendance
- 2 Election of Chair and Vice-Chair
- 3 Record Declarations of interest from members on any item to be discussed
- 4 To approve and sign the Minutes of the meeting held on 4 February 2022
- 5 Open Session for members of the public to speak  
*(on matters connected with this Agenda – limited to two minutes per person at the discretion of the Chair)*
- 6 To receive reports from County & District Councillors
- 7 Police report
- 8 Annual Governance & Accountability Return 2022/23:
  - To declare the Parish Council exempt from external audit in 2022/23 and authorise the Clerk & Chair to sign the exemption certificate
  - To receive the Internal Auditor's report 2022/23
  - To approve the Annual Accounts for 2022/23
  - To approve and sign the Annual Governance Statement 2022/23
  - To approve and sign the Accounting Statements 2022/23
  - To update the Asset Register
- 9 Clerk's financial report
  - To review the cover needed under the insurance policy and to authorise payment of the renewal premium from 1 June 2023
- 10 Information Audit (report from Clerk)
- 11 To review and approve the following documents:
  - Code of Conduct
  - Complaints Procedure
  - Financial Procedures
  - General Data Protection Regulation Policy
  - Health & Safety Policy Statement
  - Publication Scheme
  - Risk Assessment Policy (incorporating the Asset Register)
  - Standing Orders

- 12 Maintenance of Parish Council assets:
- Church Farmhouse notice board
  - Flagpole
  - Telephone Box
  - Bus Shelter
  - Logs at pond / Tree Trunk
  - Security metal post at Wildlife Meadow
- 13 Clerk's Remuneration for 2023/24
- 14 Planning applications
- 15 To consider any correspondence which has not been circulated via email
- 16 AOB
- 18 Future meeting dates
- to be decided