

Coulston Parish Council

Parish Clerk - Mrs. Tekla Hicks

1 Little Court Lane, Edington, Wiltshire BA13 4PW
Clerk-coulstonpc@outlook.com

Membership: Councillors C Marques (Vice-Chair), C Fisher, C Vize, M Suter.

You are duly summoned to attend Coulston Parish Council Annual General Meeting on **Tuesday 7th May 2024 at 6pm** to transact the following business at the location of the Coulston Village Hall, Coulston, Westbury, BA13 4NY.



T Hicks,
Parish Clerk & Responsible Financial Officer

AGENDA

No.	Item
1.	Election of Chair for the year 2024-25 Nominations will be sought for the position of Chair. Members will put forward a proposal to vote for their preferred nominee and vote accordingly. After formal election, the retiring Chair will make way for the newly elected Chair and take up the Chair's seat. The newly elected Chair will sign the declaration of acceptance of office and deliver it to the Clerk.
2.	Election of Vice Chair for the year 2024-25 Nominations will be sought for Vice-Chair. Members will put forward a proposal to vote for their preferred nominee and vote accordingly.
3.	Apologies To receive and accept apologies for those unable to attend.
4.	Declarations of Interest To receive any declarations of interest under the Parish Council's Code of Conduct issued in accordance with the Localism Act 2011.
5.	Chair's Announcements To note any announcements by the Chair.
6.	Minutes of the previous meeting <ul style="list-style-type: none">(i) To approve as a correct record the minutes of the Parish Council meeting held on 5th March 2024 .(ii) To note any matters arising from the minutes of the meeting held on 5th March 2024.(iii) To approve as a correct record the minutes of the Extraordinary Meeting held on 2nd April 2024.(iv) To note any matters arising from the minutes of the meeting held on 2nd April 2024.
Standing orders will be suspended to allow for public participation	
7.	Public Participation

	<p>(i) To enable members of the public to address the Council regarding an item on the agenda</p> <p>(ii) To receive any petitions or deputations</p>
Standing Orders will be reinstated following public participation	
8.	<p>Appoint Councillor portfolios:</p> <p>i) Finance and bank signatories</p> <p>ii) Police liaison</p> <p>iii) Neighbourhood Watch</p> <p>iv) Allotments</p> <p>v) Village Stewards and footpaths</p> <p>vi) Parish Website</p>
9.	<p>Planning Matters to discuss:</p> <p>(i) Members to receive an update on the planning schedule</p>
10.	<p>Finance</p> <p>(i) Insurance Renewal Members to approve the annual renewal of the Parish Council's Insurance with Community First for 3 years.</p> <p>(ii) Payments for Approval:</p> <p>a) WALC renewal - £69.90</p> <p>b) Coulston Village Hall rent - £36</p> <p>c) TEEC Website hosting - £194.39</p> <p>d) Clerk's Salary April & May</p> <p>e) Clerk's PAYE April & May paid via Direct Debit</p> <p>(iii) To agree and approve CPC March and April banking financial statements with accounts listed up to and including 30th April 2024 along with financial summary sheet</p> <p>(iv) Annual Accounts 2023-24 Members to approve the annual accounts for the period 1st April 2023 to 31st March 2024</p>
11.	<p>Annual Internal Audit</p> <p>Members to receive and note the Annual Internal Audit Report – attached.</p>
12.	<p>Annual Governance and Accountability Return 2023-24</p> <p>(i) Annual Governance Statement 2023-24 Members to approve the annual governance statement as outlined in Section 1 of the Annual Return and minute accordingly. Full statement attached.</p> <p>(ii) Accounting Statements 2023-24 Members to approve the accounting statements as outline in Section 2of the Annual Return and minute accordingly. The Chair and Clerk are required to sign the Annual Governance Statement and the Accounting Statements which will be dealt with at the same time.</p> <p>(iii) Exemption 2023-24 The Parish Council is declaring exemption and declares that during the financial year, the higher of the authority's total gross income for the year or total gross expenditure for the year did not exceed £25,000. For approval.</p> <p>(iv) The Clerk is setting the commencement date for the exercise of public rights as Monday 3rd June and ending on Friday 12th July 2024.</p>
13.	Governance

	(i) To agree to adopt (a) Complaints Policy
14.	Correspondence previously sent to note: (i) Erlestoke & Coulston Cricket Club (ii) The News
15.	Confirmation of date of next meeting: Tuesday 2 nd July 2024

For supporting documents, please see here:

