Annual Meeting of Sharlston Parish Council to be held on Monday, 15th May 2023 at 6.00 pm at Sharlston Community Centre

The Parish Council will permit members of the public to address the Council between 6.00 and 6.30 pm. The Parish Council reserves the right to prohibit admittance to the meeting.

The quorum of this meeting is the lesser of 1/3 of members entitled to vote or 3 members

AGENDA

1	**Election of Chairman**	• To Elect a Chairman of the Parish Council
2	**Acceptance of Office**	• Acceptance of office by the new Chairman
3	**Election of Vice-Chairman**	• To Elect a Vice-Chairman of the Parish Council
4	**Declarations of Personal Interests**	• To review & agree the Register of Interest form for a further 12 months • To receive any declarations of interest not already declared under the Council's code of conduct or members Register of Disclosable Pecuniary Interests • To receive, consider and decide upon any applications for dispensation • To receive and sign the Code of Conduct / Register of Interest Forms
5	**Apologies for Absence**	• To receive apologies and approve reasons for absence
6	**Appointments to Committees & Outside Bodies**	• To review and agree the Committee Terms of Reference • To review and agree appointments to Committees & Outside Bodies
7	**Review of Delegated Decisions**	• To review and agree the list of Delegated Decisions
8	**Minutes of the Previous Meeting**	• To confirm the minutes of the Meeting held on Monday, 3rd April 2023 as a true and correct record
9	**Progress Report**	• To receive reports on items in the minutes of the previous meeting (Note: for information only)
10	**Ongoing Projects**	• To note updates and agree next steps on the following projects; - Community Centre / Church Lease - Rugby Club - Heather's Land - Purchase of land on Weeland / Clifton Road
11	**Reports from Committees**	• To receive an update report from the Allotments Committee and agree a date for the next inspection. • To receive an update report on highways issues and agree a date for the next meeting of the Highways Committee • To consider & agree a rota for use of speed monitoring device.
12	**Training Update**	• To receive a report on training completed since the last meeting / note forthcoming opportunities
13	**Items Requested by Councillors / Annual Schedule**	• To review & agree the Financial Regulations for a further 12 months • To review & agree the Expenses for Clerk Policy for a further 12 months • To review & agree the Parish Council's Risk Assessment Policy for a further 12 months • To consider and approve the Parish Council's Annual Report • To receive an annual report from the Community Centre Management Committee • To consider & agree arrangements for the audit and update of the Parish Council website • To note a request to purchase a new defibrillator in New Sharlston and agree any action as appropriate • To receive an offer to donate a St Albans' Verdun Tree, an overlooked Great War monument, to the Parish Council
14	**Events/Attendance at Meetings**	• To consider any forthcoming events or meetings and agree representation at these if appropriate • To agree attendance at YLCA Branch Meeting in July 2023 • To note final arrangements for Open Day 2023
15	**Planning Applications**	• To consider and decide upon planning applications as detailed in **Appendix A**
16	**Planning Decisions**	• To receive Decision Notices as listed in **Appendix B**
17	**Correspondence**	• To consider correspondence received since the last meeting and decide action where necessary
18	**Summary of Projects for Publication**	• To agree on any projects to be published externally and responsibility for these
19	**Future Agenda Items**	• To notify the Clerk of matters for inclusion on the agenda of the next meeting (please note that any motions for consideration are to be received 7 days in advance of the agenda being circulated)
20	**Financial Matters**	• To approve the accounts listed in **Appendix C** for payment and / or note payments previously authorised • To receive a bank reconciliation and budget comparison to 30th April 2023 • To receive a report from the internal auditors of the Parish Council's end of year accounts
21	**Date & Time of next meeting**	• Saturday, 20th May 2023 – Annual Open Day • Monday, 5th June 2023

Signed by: (Clerk to the Council)

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APPENDIX A - PLANNING APPLICATIONS

Application no.	*Location*	*Details*	*21 Day expiry / Target date*

APPENDIX B - DECISION NOTICES

Application no.	*Location*	*Details*	*Decision*

APPENDIX C – ACCOUNTS

Payments Requiring Authorisation

Supplier	Details	Amount/Type

Payments Previously Authorised and to Note

Supplier	Details	Amount/Type