**Ubley Parish Council**

**AGENDA**

**Parish Councillors are summoned to a meeting to beheld at Ubley Village Hall BS40 6PJ on**

**Thursday 12th May 2022 at 8:00pm**

**Annual Meeting of the Parish Council – 8:00pm**

1. **To elect the Chairman of the Council**

1.1 The newly-elected Chairman to sign The Declaration of Acceptance of Office

1.2 The newly-elected Chairman to take over the Chairmanship of the meeting

1. **To elect the Vice-Chairman**

2.1 Thenewly-elected Vice-Chairman to sign The Declaration of Acceptance of Office

1. **To confirm the position of the Proper Officer and Responsible Financial Officer for the Council**
2. **To confirm the position of Press Representative**
3. **To elect the two ALCA representatives**
4. **To elect the representative for the Ubley Parish Hall Committee**
5. **To ensure that all Councillors have completed the Acceptance of Office forms and returned them to the Clerk**

**Main Meeting 8:20pm**

1. **To receive and accept apologies for absence**
2. **To receive declarations of interest in the agenda**
3. **Public Participation to receive comments from the public.**
4. **To approve and sign the minutes of the previous meeting held on 10 March 2022 and go through the follow-up actions**
5. **To review and**
6. **adopt Standing Orders and Financial Regulations**
7. **confirm representation on external bodies and arrangements for reporting back**
8. **confirm inventory of land and assets**
9. **confirm insurance cover**
10. **confirm any subscriptions**
11. **Report on Clerk items: To discuss and approve further actions where needed**
12. Unity Trust Bank Account. To confirm final switch and closure of NatWest account
13. To sign paperwork for adding other Cllrs as signatories.
14. End of year – update on accounts / AGAR / Internal audit. To review and sign the end of year bank reconciliation. Note we have been selected for intermediate review (random 5% of smaller authorities).
15. To appoint a Cllr to replace the vacant Finance lead role, including responsibility for HR.
16. **Finances**
    1. To review the financial reports
    2. To confirm BACS and cheque payments to be authorised (see financial report).
17. **Village Maintenance**
18. An update on spring planting at the Cross/ maintenance / planters
19. An update on Walnut Tree Close corner bed – to set a deadline for action or obtain quotes from contractors.
20. To consider purchasing a lawnmower
21. **Play Area**

To receive an update on progress of the handover and insurance. (GN)

1. **Reports from Councillors**

No reports this month

1. **Planning**
2. New Applications:

- 22/01732/VAR- Woodbridge Farm. Description of Proposal: Variation of conditions 5 (Bat Mitigation) and 8 (Plans List) of application 18/00398/FUL (Removal of existing single storey additions to existing farmhouse and replacement with new two storey extension on Northern elevation. New single storey extension on southern elevation and general internal refurbishment throughout.)

1. **An update on planning for the Queen’s Jubilee (ES)**
2. **An update on the recruitment of a new Councillor – no updates this month**
3. **An update on the potential gifting of Innicks Close land owned by Curo (PC)**
4. **To receive an update from the Ward Councillor**

**Agenda posted by C Witchard on 05 May 2022**

**Chairman: Phil Collins Tel. 01761 462294**

**Clerk: Charlotte Witchard Tel 07807 986309**

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