The **Annual Meeting of the Parish Council** will be held in the Pavilion, Manor Park Sports Club, Hackthorn Road, Welton, LN2 3PA on **Monday 15th May 2023 at 7.30pm.** The meeting is open to the public. Prior to the start of the meeting, time will be allowed for members of the public to ask questions or make short statements to the Council. Items not on the agenda will not be debated, but if appropriate, will become an agenda item at the next appropriate meeting. Reports from County and District Councillors and the Police may be given at this time.

AGENDA

1. Election of Chairman and sign the declaration of acceptance of office.

2. Election of Vice-Chairman and sign the declaration of acceptance of office.

3. Chairman's welcome and opening remarks.

4. To resolve to accept apologies and reasons for absence.

5. **Disclosure of pecuniary interests**
    Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests. Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the register of members' interests maintained by the Monitoring Officer.

6. To approve as a correct record the notes of the meeting held on the 17th April 2023 and authorise the Chairman to sign as the official minutes.

7. **Clerk's Report**

8. **Financial:**
    a) To receive details of income and expenditure to 30.4.22.
    b) To consider a quote for damp-proofing the Parish Office.
    c) To receive the Internal Auditor's report.
    d) Ratification of accounts paid. (List circulated)

9. **Planning:**
    a) To receive the planning report on applications made to WLDC.
    b) To sign the transfer document for the area of public open space adjoining Cow Pasture Way.

10. **To receive reports and notes of meetings from Councillors:**
    Councillors are requested to report from meetings they have attended on outside bodies and other organisations at which they have represented the Council including the Village Hall Trust Committee, Welton Moncé Family Twinning Group and Christ's Hospital Endowment Trust.
    Heritage & Events Committee held on 24th April 2023

11. Council and Committees:

    a) Appointment of any new committees;

    b) Review Terms of Reference for committees;

    c) Appointment of members to committees;

    d) Elect Chairmen of committees;

    e) Elect representatives on local groups and organisations and review arrangements for reporting back.

    f) Review of delegation arrangements to committees and staff;

    g) Review Standing Orders and Financial Regulations;

    h) To adopt the General Power of Competence as per the Localism Act 2011;

    i) Review the Assets Register;

    j) Confirmation of arrangements for insurance cover in respect of all insurable risks;

    k) Review of the Council's and staff subscriptions to other bodies;

    l) Review the Council's complaints procedure;

    m) Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation;

    n) Review of the Council's policy for dealing with the press/media;

    o) Review the Council's current policies and procedures;

    p) Appoint members to the Grievance, Complaints and Appeals panels;

    q) Agree the meetings schedule for July – Dec 2023.

12. Councillors' Reports:

Councillors' reports and items for inclusion on the next agenda: Councillors are requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. ***Councillors are respectfully reminded that this is not an opportunity for debate or decision making.***

Julie Murray, PSLCC
Clerk to Welton-by-Lincoln Parish Council
4 May 2023