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| **No.** | **Item** | **Lead** | **Action**  **Required** |
|  | **THANK YOU TO FORMER PARISH CLERK**  **WELCOME TO NEW PARISH CLERK** | Chair |  |
|  | **ELECTION**   1. Election of Chair and Vice-Chair 2. Declarations of Acceptance of Office | Chair  All | Election and Declarations of Acceptance of Office |
| 1. **A** | **APOLOGIES** | Clerk | Approval |
|  | **DECLARATION OF MEMBER INTERESTS ON AGENDA MATTERS**  Including Disclosable Pecuniary Interests and Personal Interests | Chair | Declaration of Interests |
| 5. | **MINUTES OF LAST MEETING: 4 MARCH 2022**  To be approved and signed | Chair | Approve/Sign |
| 1. **r** | **RECEIVE A REPORT FROM DISTRICT COUNCILLOR, TONY BERRY, AND COUNTY COUNCILLOR, STEPHEN HIRST**  (to be moved as appropriate) | TB  SH | Information |
|  | **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2021/22**   1. Consider the Annual Internal Audit Report (signed by Internal Auditor) and note any recommendations. 2. Review and approve Annual Governance Statement (Section1) to be signed by Chair and Clerk. 3. Review and approve the Accounting Statements (Section 2) to be signed by Chair. 4. Certificate of Exemption: to certify that during the financial year 2021//22, the higher of the authority’s gross income for the year or gross annual expenditure for the year did not exceed £25,000 – to be signed by Chair. 5. To agree and note the dates of the Notice of Public Rights covering a period of 30 working days, including the first 10 days of July | Chair  Clerk/RFO | Approve/Sign/  Agree |
|  | **FINANCIALS**   1. Approval of year-end Accounts April 2021-March 2022. 2. Approval of spend against budget variance April 2021-March 2022   **Outstanding invoices 2021-2022**  None.  **Details of Recent Invoices:**   1. GAPTC – Internal Audit Services - £87.50 2. Former Clerk’s salary, holiday pay and expenses covering 01.03.2022 – 14.04.2022 3. Home Working Allowance - 6 weeks - £36.00 4. HMRC – PAYE   **Pre-approval to pay:**   1. Insurance Premium 2. Athena Website Services 3. Next Grass Cutting Invoice 4. Jubilee Plaque for Victory Green 5. Repairs to Village Clock   **Bank Balances: 30 April 2022**  **Review of Bank Investment Account (Precept)**  **Review of Bank Mandates** (signatories on bank account)  **Authorisation of Direct Debits** (ICO payment only) | Clerk/RFO | Approval |
| 1. Ch | **ACTION POINTS FROM LAST MEETING**   1. Consider new Retention Policy/Schedule and Update to Privacy Policy. 2. Review and Renewal of Insurance Policy and Asset Register. 3. Website Security and Review and Renewal of Athena Package. 4. Trewsbury Road Junction. 5. Unnamed Road. 6. Update on Dog Fouling Problem. 7. Footpath from Disabled Gate. 8. Update on Path to Bus Shelter. 9. Co-option of New Councillor | RW  Chair/RFO  Chair  AH  JD  JD  ACD  Chair  All | Review  Approve  Information |
|  | **ANNUAL REVIEW OF PARISH POLICY DOCUMENTS**  Allocation of responsibilities to review   1. Coates PC Financial Regulations 2. Coates PC Health & Safety Policy 3. Coates PC Asset Register 4. Coates PC Code of Conduct 5. Coates PC Disciplinary & Grievance Arrangements 6. Coates PC Standing Orders 7. Coates PC Publication Scheme 8. Coates PC Risk Management | Chair | Action |
|  | **GENERAL VILLAGE MATTERS**  Tree planting  Village clock  Queen’s Platinum Jubilee | Tree Warden  AH |  |
|  | **PLANNING APPLICATIONS**   1. 21/03258/FUL: Coach House, Trewsbury House 2. 22/01318/TPO: Aspen House, Trewsbury Road 3. 22/00778/FUL: 7 Coates Lane – Oil Tank | Clerk | Information |
|  | **RATIFICATION OF APPOINTMENT OF NEW PARISH CLERK**   1. Terms and Conditions of Employment 2. Salary Scale 3. Pension Provision | Councillors | Confirmation of Approval |
|  | **POINTS FOR CONSIDERATION AT NEXT MEETING** | All | Information |

Date of Issue: 26 April 2022 Signed: …………………………………… Parish Clerk