



# SEIGHFORD PARISH COUNCIL

## To the members of Seighford Parish Council:

You are hereby summoned to attend an Extraordinary Meeting of Seighford Parish Council to be held at Great Bridgeford Village Hall on Monday 24<sup>th</sup> June 2024 starting at 7.30pm

The public and the press are cordially invited to be present but may be excluded from any item the council decides should be treated as confidential.

Kelly Day Clerk & RFO: Tel: 07931 167 081 E-mail: [clerk@seighford-pc.org.uk](mailto:clerk@seighford-pc.org.uk)

## AGENDA

1	<b>To receive apologies and accept and record any reasons for absences</b>
2	<p><b>Declaration of interests:</b></p> <p>a) To declare any personal, pecuniary or disclosable interests in accordance with the Code of Conduct and any possible contraventions under s 106 of the LGFA 1992</p> <p>b) To note the receipt of any written requests for dispensation</p>
3	<p>Time allocated: 10 mins (7:40)</p> <p><b>Public Open Forum:</b> Maximum time available 10 minutes enabling residents to ask questions or raise issues of concern with each participant limited to three minutes.</p>
<b>Meeting of councillors only</b>	
4	<p>Time allocated: 10 mins (7:50)</p> <p><b>Parish Finances: Clerk</b></p> <p>(a) To receive and note the internal audit report</p> <p>(b) To agree and sign the Certificate of Exemption</p> <p>(c) To agree the Annual Governance Statement (Section 1 of the Annual Return)</p> <p>(d) To agree the Annual Accounting Statements (Section 2 of the Annual Return)</p> <p>(e) To note the date of announcement and the commencement/ end dates for the public inspection period.</p> <p>(f) To approve accounts for payment</p>
5	<p>Time allocated: 10 mins (8:00)</p> <p><b>To appoint representatives to the following external organisations:</b></p> <p>a) Cooper Perry Primary School board of governors</p> <p>b) Derrington Village Hall Committee</p> <p>c) Seighford Village Hall Committee</p> <p>d) Great Bridgeford Village Hall Committee</p>
6	<p>Time allocated: 15 mins (8:15)</p> <p><b>To review and adopt council policies as below:</b></p> <p>a) Standing Orders</p> <p>b) Financial Regulations</p> <p>c) Risk Assessment</p>

	d) Assets
7	<p>Time allocated: 10 mins (8:25)</p> <p><b>Staffing Matters:</b></p> <p>To discuss and consider a one off payment to clerk for additional hours to complete the Annual Governance Return, policies and other additional duties during May and June 2024.</p>
	<p><b>Next meeting:</b> The next meeting of Seighford Parish Council will be held on Monday 15<sup>th</sup> July 2024 at Seighford Village Hall</p>
	Meeting Close