

Warkton Parish Council



Chair: Cllr Mark Rowley
14 Grange Road
Geddington
Northamptonshire
NN14 1AL

Tel: 07900 624654

Email: warktonclerk@gmail.com
Website: warktonparishcouncil.org

Date: 26th April 2024

To: All Parish Councillors

From: Cllr Mark Rowley, Chair of Warkton Parish Council

Dear Councillor,

You are hereby summoned to attend the meetings of: Warkton Annual Parish Council meeting, Warkton Full Parish Council Meeting, commencing with Warkton Annual Parish meeting (meeting for parishioners). These are to be held on **Wednesday 8th May 2024 at 7.00pm at Warkton Village Hall**, Church Street, Warkton, Kettering NN16 9XH when the under mentioned business will be transacted.

AGENDA

Annual Parish Meeting

- 24/047** *Welcome from Chair*
- 24/048** *Apologies*
- 24/049** *Parish Council Chair Report*
- 24/050** *Parish Council Finance Report*
- 24/051** *Annual Report from North Northamptonshire Council Representative*
- 24/052** *Annual Report from Parish Path Warden*
- 24/053** *Annual Reports from Village Groups*
 - *Boughton Estates – Sam Rees*
 - *Warkton Village Hall – Peter Maddison*
 - *St Edmunds Church – Chair to read report provided by Edward Lamb*
 - *Jubilee Orchard*
- 24/054** *Questions from the floor*

AGENDA

Annual Parish Council Meeting

- 24/055** *Election of Chair*
- 24/056** *Present 'Declaration Acceptance of Office' form for signature*
- 24/057** *To receive and approve apologies for absence*
- 24/058** *Election of Vice Chair*
- 24/059** *Adoption of Policies previously circulated: Standing Orders, Financial Regulations, Code of Conduct, Risk Assessment, Complaints Procedure, Data Protection, Records Retention, Subject Access Request, Data Breach, Publication Scheme*
- 24/060** **AGAR 2023/24 Certificate of Exemption:** *Council to certify themselves as exempt from external audit and approve and sign the certificate of exemption form for submission to PKF Littlejohn*
- 24/061** **Annual Internal Audit Report 2023/24 Audit:** *To receive and note the annual internal audit report - no issues. To discuss thanks to auditor*
- 24/062** **Section 1 – Annual Governance Statement 2023/24 Agar:** *To approve and sign the annual governance statement form for submission to PKF Littlejohn*
- 24/063** **Section 2 – Accounting Statements 2023/24 for Year End:** *To approve and sign the annual accounting statement for submission to PKF Littlejohn*
- 24/064** **Meetings:** *To set meeting dates for the year June 2024 – May 2025*
August 2024
November 2024
February 2025
May 2025 AGM / APM / Full Meeting

AGENDA

Full Parish Council Meeting

- 24/065** **Apologies:** *To receive and approve apologies for absence*
- 24/066** **Public address to the council:** *Members of the public are invited to address the council. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their representation through the chairman of the meeting. Actions/decisions can only be made for items listed on the agenda*
- 24/067** **Minutes:** *To receive and approve for signature the minutes of the meeting Wednesday 1st March 2024*
- 24/068** **Declarations of Interest**
- 24/069** **Actions Outstanding:** *To receive reports on actions outstanding from previous minutes*
- 24/070** **Correspondence:** *To receive correspondence and actions arising*
- 24/071** **Planning:** *To receive any new applications and actions arising*
- 24/072** **Parish Council:** *To discuss and decide if Warkton Parish would like North Northants Council to perform a Community Governance Review*

Finance

- 24/073** **Insurance:** *To approve renewal of insurance policy with BHIB or Zurich. Amount undetermined at time of agenda preparation*
- 24/074** **Payments:** *To note payments made since last meeting and to approve forthcoming payments.*
- 24/075** **Bank Balance:** *To receive and approve balance at bank and reconciliation*
- 24/076** **Next Agenda:** *To request items for inclusion on the agenda for the next meeting*

Signed: Mark Rowley

Date: 25th April 2024