

Local Government Act 1972

WADDINGTON PARISH COUNCIL

NOTICE OF THE ANNUAL PARISH COUNCIL MEETING

THE MEETING WILL TAKE PLACE ON MONDAY 15 MAY 2023 at 7pm

in the Refectory meeting room at St Helen's Church Waddington (entrance by the stocks at the door on the side of the church), commencing at 7.00pm

MINUTES

1. Election of CHAIRMAN for Waddington Parish Council who will then sign Acceptance of Office of Chairman

**RESOLVED – Cllr John Rattigan was nominated and elected as Chair 01.01.01**

2. Co-option of Councillors

**RESOLVED – Cllrs Roy Edmondson, Cllr Cathie Melvin, Cllr Alan Coar were nominated and co-opted on to the Council 02.01.02**

3. To accept and approve any apologies for absence

None received

4. To note the Minutes of the Previous Annual Parish Council Meeting, last held on 23rd May 2022. All Parish Council Minutes are on Waddington Parish Council's website

Minutes noted

5. To consider and approve (including any amendments) to Waddington Parish Council policies (on Parish Council website)
  - a) Standing Orders
  - b) Code of Conduct
  - c) Annual Leave Policy
  - d) Anti-Bullying & Harassment Policy
  - e) Data Protection Policy
  - f) Disciplinary Policy
  - g) Emergency Dependents Leave Policy
  - h) Equality and Diversity Policy
  - i) Expenses Policy
  - j) Flexible Working Policy
  - k) Homeworking Policy
  - l) Lone Working Policy
  - m) Maternity Leave and Pay Policy
  - n) Paternity Leave and Pay Policy
  - o) Performance Improvement Procedure and Policy
  - p) Sickness and Absence Policy
  - q) Training and Development Policy

- r) Whistleblowing Policy
- s) Fixed Asset Register
- t) Financial Regulations
- u) Publication Scheme

**RESOLVED – the policies had been circulated before the meeting and were accepted were accepted 05.01.03**

6. To consider and approve that Waddington Parish Council continues to operate under the General Power of Competence

**RESOLVED – 06.01.04**

7. To consider and approve Annual Governance & Accounts Statements
- a) Annual Governance Statement to 31 March 2023
  - b) Internal Audit Report to 31 March 2023
  - c) Annual Accounting Statements to 31 March 2023
  - d) Period for the Exercise of Public Rights (recommended to be Monday 13 June 2023 to Friday 22 July 2023 inclusive)

**RESOLVED - These were noted and approved 07.01.05**

8. Election of Officers – note that Chairman & Vice Chairman are ex-officio members of all Committees & Working Parties
- Vice Chairman (if required, since this is not a legal requirement).
  - Finance Committee

**RESOLVED – Cllrs Rattigan, Harrison and Bolton were confirmed 08.02.06**

- Asset Working Party / Committee with defined remit & powers
- RVBC Liaison Representatives – 2 Representatives  
**It was agreed shared responsibility between Members to be agreed on availability at the times of meetings. 08.04.07**

9. To confirm suggested dates for Parish Council meetings in the year 2023/24 ***Including venue & frequency***

**It was confirmed that meetings would be held on the second Monday of the month the exception of August when there will not be a meeting – 11 meetings per year.**

**Dates confirmed**

**May 15<sup>th</sup> 2023**

**June 12<sup>th</sup> 2023**

**July 10<sup>th</sup> 2023**

**No meeting August**  
**September 11<sup>th</sup> 2023**  
**October 9<sup>th</sup> 2023**  
**November 13<sup>th</sup> 2023**  
**December 11<sup>th</sup> 2023**  
**January 8<sup>th</sup> 2024**  
**February 12<sup>th</sup> 2024**  
**March 11<sup>th</sup> 2024**

10. Any Other Annual Parish Council Meeting Business

**None received**

Meeting was closed at 7.28pm