

Local Government Act 1972

WADDINGTON PARISH COUNCIL
NOTICE OF THE ANNUAL PARISH COUNCIL MEETING
MONDAY 13th MAY 2024 at 7pm

St Helen's Church Waddington at 7.00pm

Minutes

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

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

2. To accept and approve any apologies for absence
None were received in attendance – Cllr John Rattigan, Cllr Liz Cox, Cllr Roy Edmondson, Cllr Sarah Bolton, Cllr Chris Sullivan & Cllr Richard Harrison

3. To note the Minutes of the Previous Annual Parish Council Meeting, last held on 15th May 2023. All Parish Council Minutes are on Waddington Parish Council's website

03.01.02 RESOLVED – Minutes approved and signed

4. 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

04.01.03 RESOLVED – Approved, it was noted that Finance Committee to review, amend The Financial Regulations at next meeting and bring to council for approval.

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

05.01.04 RESOLVED

6. Confirm Signatories of bank account

06.01.05 RESOLVED - Banks signatories were confirmed as – Cllr John Rattigan, Cllr Richard Harrison, the Clerk. Ex Councillors to be removed and Cllr Chris Sullivan to be added

7. To consider and approve Annual Governance & Accounts Statements
 - a) Annual Governance Statement to 31 March 2024
 - b) Internal Audit Report to 31 March 2024
 - c) Annual Accounting Statements to 31 March 2024
 - d) Period for the Exercise of Public Rights (recommended to be Monday 13 June 2024 to Friday 22 July 2024 inclusive)

07.01.06 RESOLVED - Agreed

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). **Not required**
 - Finance Committee
Cllr John Rattigan, Cllr Sarah Whitwell & Cllr Richard Harrison
 - Working Parties (as listed when agreed)
Pavilion and Recreational Grounds Working Party – **Cllr Richard Harrison & Cllr Liz Cox**
Fixed Asset Working Party – **Cllr Sarah Whitwell & Cllr Chris Sullivan**
 - RVBC Liaison Representatives – 2 Representatives. Dependent on availability Members will arrange who is available to go each meeting

08.01.07 RESOLVED

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

Dates to be confirmed

May 13th 2024

June 10th 2024

July 8th 2024

No meeting August

September 9th 2024

October 14th 2024

November 11th 2024

December 9th 2024

January 13th 2025

February 10th 2025

March 10th 2025

09.01.08 RESOLVED – Agreed and accepted

10. Any Other Annual Parish Council Meeting Business

None brought to council