

Wilby Parish Council
www.wilbyparishcouncil.gov.uk

AGENDA

Chairman:
Stephen Borrett
Tel: (01933 276 290)

Clerk:
Vicky Smith
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Councillors are summoned to a meeting of Wilby Parish Council to be held on
Monday 20th May 2024, Wilby Parish Church following on
from Annual Parish Meeting which commences at 7.30pm.
Members of the Public and Press are welcome to attend.

Please note, this is a public meeting and you may be filmed, recorded and published.
Copies of all council papers are available at: www.wilbyparishcouncil.gov.uk



Mrs Vicky Smith
Clerk

Dated: 15th May, 2024

The annual business to be transacted at the meeting is as follows:

001/24 Election of Chairman

002/24 Election of Vice Chairman

003/24 Opening Procedures

- a) Apologies and approval absence
- b) Declarations of interest from members
- c) Approval of the minutes from the Meeting held on 18 March 2024

004/24

To Approve/adopt the following:

- Standing Orders
- Financial Regulations
- Financial Risk Assessment (? July)
- Internal Controls Procedure
- Complaints Procedure
- Equal Opportunities Procedure
- Data Protection/Freedom of Information Act/Data Breach Policy
- Records Retention Policy
- Governance Risk Assessment
- Health and Safety Procedure
- Members' Code of Conduct
- Training statement of intent

05/24

a) To re-appoint NCALC as Wilby PC's GDPO

06/24

To approve appointment of :

Responsible Financial Officer, Police Liaison Representative, Flood Councillor,
Representatives of areas of special interest: Wilby Playing Field; Website; SID

07/24

To approve payment of Chairman's Annual Allowance

The ordinary business to be transacted at the meeting is as follows:

08/24 Public Time*

- a) To receive comments from members of the public attending the meeting

09/24 Reports

- a) The Clerk's Report
- b) County/Borough Councillor
- c) Councillors' area of special interest

10/24 To discuss and agree the council's annual membership of:

- a) Northants CALC
- b) Northants ACRE
- c) CPRE

11/24 To approve:

- (a) The quotation for Parish Council's annual insurance renewal
- (b) Costing for the purchase of a commemorative plaque for the school building

12/24 To approve agreement to the free redesign, offered by Cuttlefish, of the PC website

13/24 To agree the process for the procurement of defibrillator(s) for the village

13/24 Financial Matters:

- a) To receive opening balance at bank: £5984.64
- b) To receive and authorise the Receipts and Payments to 20th May 2024
- c) To approve the year-end accounts to 31/03/2024
- d) To receive the Council's Asset Register
- e) To receive the Internal Auditor's Report
- f) To sign the AGAR exemption certificate
- g) To complete and sign Governance Statement 2023-24
- h) To approve and sign Accounting Statement 2023-24
- i) To receive the Explanation of Variances document for the website
- j) To receive the Public Inspection notice

14/24 Planning

To review Planning Applications since last meeting (see annual planning report)

Date of next Parish Council Meeting, Monday 15th July, 2024 at Wilby Parish Church, 7.30pm.

** Each member of the public can speak for a maximum of 5 minutes and this total Agenda item can last for a maximum of 30 minutes to enable the Parish Council to complete all the scheduled business.*