

**Wilby Parish Council**  
www.wilbyparishcouncil.gov.uk

**AGENDA**

**Chairman:**  
Stephen Borrett  
Tel: (01933 276 290)

**Clerk:**  
Vicky Smith  
(01604 812239)

Email: [clerk@wilbyparishcouncil.gov.uk](mailto:clerk@wilbyparishcouncil.gov.uk)

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Councillors are summoned to a meeting of Wilby Parish Council to be held on  
**Monday 22<sup>nd</sup> May 2023, 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](http://www.wilbyparishcouncil.gov.uk)*



**Mrs Vicky Smith**  
Clerk

**Dated: 15th May, 2023**

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

**001/23 Election of Chairman**

**002/23 Election of Vice Chairman**

**003/23 Opening Procedures**

- a) Apologies and approval absence
- b) Declarations of interest from members
- c) Approval of the minutes from the Meeting held on 20th March 2023

**004/23**

To Approve/adopt the following:

- Standing Orders
- Financial Regulations
- Financial Risk Assessment
- 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

**05/23**

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

**06/23**

To approve appointment of :

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

**07/23**

To approve payment of Chairman's Annual Allowance

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

**08/23 Public Time\***

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

**09/23 Reports**

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

**10/23 To discuss and agree the council's annual membership of:**

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

**11/23 To approve the payment Parish Council's annual insurance renewal**

**12/23 To consider the request for a further Dog Waste Bin in the village**

**13/23 To discuss the maintenance of the Parish Council website, particularly links**

**14/23 Financial Matters:**

- a) To receive opening balance at bank: £6393.57
- b) To receive and authorise the Receipts and Payments to 22nd May 2023
- c) To approve the year-end accounts to 31/03/2023
- 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 2022-23
- h) To approve and sign Accounting Statement 2022-23
- i) To receive the Explanation of Variances document for the website
- j) To receive the Public Inspection notice

**14/22 Planning**

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

**Date of next Parish Council Meeting, Monday 17th July, 2022 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.*