**The Annual Meeting of Willersey Parish Council will be held on**

**Monday 16th May 2022** **at 7.30 pm in the Village Hall**

***Councillors are reminded of the requirement under the Code of Conduct to make:***

***A Declaration of Interest and record it whenever it is personally appropriate.***

**AGENDA**

1. **Election of Chairman**: P.Bennett, vice chairman: B.Lawrence
2. **Apologies for absence**.
3. **Agreement to the minutes of the meetings held on Monday 13th April**
4. **Matters arising from the minutes.**
5. **To Receive County and District Councillors reports**
6. **To Receive Parish Councillors Reports**
7. **Planning**

* 22/01383/FUL, Willersey House replacement gates

1. **Highways, Greens and Cemetery**

* To approve expenditure on a duck house – **N.G.**
* To decide on the pond paving slabs
* To approve the Digibus visit, parked at the PO van location.
* To consider an increase in cemetery fees.
* To receive an update on the cemetery extension - **NF & NJ**

1. **Clerks Report**

* Chipping Campden Community Trust grant approved, £500 for Jubilee celebrations.
* Ley Orchard footpath hedge cutting update
* Magazine entry – bonfire guidance?

1. **To approve the BHIB insurance renewal £871.74**
2. **To agree the Parish Award**
3. **Audit**

* To confirm the appointment of Iain Selkirk as Internal Auditor.
* **Preparation of documents for submission to the external auditor**
* To review the effectiveness of the system of internal control
* To consider the findings of the review.
* To approve the Annual Governance Statement by resolution.
* To consider the Accounting Statements
* To approve the Accounting Statements by resolution.
* The chairman to sign and date the Accounting Statements.

1. **Finance and General** (Month end balances)

* Balance at bank a/c 01691621 £ 31740.21 (£44320.55)
* Cemetery Reserve a/c 62013568 £ 28266.53 (£28266.25)
* Recreation Ground a/c 62014660 £ Nil (£30014.19)
* General Reserve a/c 62193060 £ 13539.42 (£13539.30)

1. **Payments for approval:**

Cheques

1586 Clerks Salary £338.36

1587 Cotswold Merchants duck food £32.00

1588 BHIB insurance renewal £871.74

1589 HJ Taylor £197.70

1. **AOB**

Confirmation of the next meeting date June 20th, Annual Parish Meeting May 23rd.

The chairman P.Bennett will be resigning effective 13th June. The first item on the agenda will therefore be the election of a new chairman B.Lawrence