



SILEBY PARISH COUNCIL

You are hereby summoned to attend the
ANNUAL PARISH COUNCIL MEETING
to transact the business shown here under, to be held on
THURSDAY, 16 MAY 2024 AT 6.30 PM

in the

Wesleyan Room Sileby Community Centre, 41 High Street, Sileby, LE12 7RX
Telephone: 01509 813075 email: clerk@silebyparishcouncil.gov.uk

R. Richardson (Mrs)
Clerk/RFO

10 May 2024

AGENDA

1. Election of Chairman 2024/25 - Chair to sign Acceptance of Office Form
2. Election of Vice Chairman 2024/25
3. Apologies for Absence and acceptance by Council
4. To receive disclosures of interests from members and requests for dispensations
5. Police Matters - including Crime Figures and Report from Police, if in attendance -
6. Clerk's Report
7. Public Participation (*15 minutes maximum for residents to voice any concerns they may have – if a decision needs to be made this will be on a future agenda for consideration*)
8. To confirm and sign the minutes of the Parish Council Meeting held on Thursday, 2 May 2024
9. **FINANCIAL MATTERS: -**
 - (a) Income Report to be noted
 - (b) Expenditure Report to be agreed
 - (c) To note the Financial Budget Comparison up to 31 March 2024
 - (d) To approve a payment of £500, to Unity Trust Bank to open a Current Account
 - (e) To approve a cost to make safe a further ten Memorials
 - (f) To approve a cost of £1,080 to replace the failed, out of warranty G3 (ID12470) defibrillator sited outside the Parish Council Office with a Lifeline View model
10. **TO CONSIDER AND APPROVE DOCUMENTS RELATING TO THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2023/24, TO BE SUBMITTED TO THE EXTERNAL AUDITOR: -**
 - (i) To receive and note the Report of the Internal Auditor; to note any recommendations made and what action to be taken to fulfil these recommendations (**Appendix I**)
 - (ii) To approve the Balance Sheet as at 31 March 2024 (**Appendix II**)
 - (iii) To complete and sign Section 1, the Annual Governance Statement (**Appendix III**)
 - (iv) To approve Section 2, the Statement of Accounts by resolution and to note this document has been signed by the RFO before it is submitted to council for approval (**Appendix IV**)
 - (v) To receive and consider the explanation of variances (**Appendix V**)
 - (vi) To receive and consider the breakdown of Reserves held (**Appendix VI**)
 - (vii) To agree the "Dates of the Period for the Exercise of Public Rights"

2/.....

11. To receive reports from County & Borough Councillors
12. To receive Reports on meetings attended or Reports received – for information only
13. To determine dates for Council Meetings 2024/25
14. To review and recommend for approval the Internal Controls (refer to Parish Council website)
15. To review and recommend for approval the Risk Assessment and Management document: To be approved, and signed by the Chairman (**Appendix VII**)
16. To consider the membership of the HR Committee (5): - (the Terms of Reference state that the Chairman and Deputy Chair are included on this committee)
17. To consider the membership of Council Working Parties and elect a Chairman and Deputy Chair of each:
 - a) Planning
 - b) Finance & General Purpose (to include Car Park, Highways and Events)
 - c) Buildings & Council Assets (to include Community Provision ie Sports & Youth)
 - d) Memorial Park Working Party/Project Park Working Party!
 - e) Football Club Working Party
 - f) Flood Working Party
18. **APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES: -**
 - British Gypsum (1)
 - Joint Soar Valley Parish Council Liaison Committee (2)
 - Charnwood Road Safety Committee (1)
 - To attend the forthcoming Annual General Meeting of the LRALC on Saturday, 5 October
19. To receive and consider quotes to replace the cemetery wall (**Appendix VIII**)
20. Land drainage – current allotment site (Councillor K McRae)
21. Content for the SPC Newsletter
22. Future Planning

Members of the Public and Press are cordially invited to attend