

WADHURST PARISH COUNCIL

To all members of the Council. You are hereby summoned to attend the meeting of Wadhurst Parish Council at **The Pavilion, Sparrows Green Recreation Ground, Wadhurst at 1930 hours on Thursday 1st June 2023** for the transaction of business as set out below.

Signed *Claudine Feltham*

Clerk: Claudine Feltham

Date: 25th May 2023

Residents are welcome to submit any comments by email to the Clerk. These must be received by 4pm on 31st May 2023. E: clerk@wadhurst-pc.gov.uk

AGENDA

1. **To receive apologies and reasons for absence.**
2. **To receive declarations of personal, prejudicial and disclosable pecuniary interests on items on the agenda and updates to members' register of interests.**
3. **Public Forum – time limit 15 minutes.**
4. **County Councillor and District Councillor reports.**
5. **To consider, and approve if appropriate, which agenda items are sufficiently confidential as to warrant exclusion of members of the press and public under the provisions of the Public Bodies (admissions to meetings) Act 1960.**
6. **To approve the minutes of the annual parish council meeting held on 18th May 2023 as a true record.**
7. **To determine matters arising from the meeting on 18th May 2023 for updating and noting.**
8. **Chair's Announcements**
9. **Finance items for decision and allocation of resources**
 - 9.1 To approve the updated May 2023 payment list
 - 9.2 To approve the payment list for June 2023
 - 9.3 To approve a budget of up to £1500 for the planning committee
 - 9.4 For members of the parish council to confirm receipt of the following end of year (31.3.23) RBS reports and documents for preparation of the Annual Governance and Accountability Return (AGAR)
 - RBS ear marked reserves report
 - RBS trial balance report
 - Bank account reconciliations
 - Bank account statements
 - Fixed Asset register
 - RBS Summary receipts and payments report
 - RBS Annual return report
 - RBS cash and investment reconciliation report
 - RBS reserves reconciliation report
 - AGAR completed confirmation of dates of period for the provision of public rights form.
 - AGAR bank reconciliation
 - AGAR explanation of any significant variances
 - Reconciliation between box 7 and box 8 for the annual return
 - 9.5 To receive the internal auditors (Mulberry & Co) signed page of the Annual Governance and Accountability Return for 2022/2023.
 - 9.6 To receive the final internal audit report from Mulberry & Co for year ending 31.3.23 (if received in time as the audit is taking place 31.5.23)
 - 9.7 For members to approve Section 1 - Annual Governance Statement of the Annual Governance and Accountability Return 2022/2023 and for the Clerk and Chair to sign the document.

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9.8 For members to approve Section 2 – Accounting Statements of the Annual Governance and Accountability Return 2021/2022 and for the Chair to sign the document, as prepared and signed by the Responsible Financial Officer prior to the meeting.

10. Items for decision and allocation of resources if necessary

- 10.1 To adopt the minutes of the Planning Committee meeting held on 13th May 2023
- 10.2 Pavilion alterations – Cllr Gadd
- 10.3 Memorial for parish benefactor – Cllr Gadd/Cllr C Moore
- 10.4 Jardin d'Aubers lease from ESFR – *(if any further correspondence is received in time for this meeting)*
- 10.5 Bus shelter outside of The Greyhound – to consider the second design and quote – Cllr P Moore.
- 10.6 Staff matters – Cllr C Moore
- 10.7 Acknowledgement of WIHF Caretakers involvement with the toilets refurbishment – Cllr Gadd
- 10.8 Parishioners celebrating their 100th birthday – Cllr Gadd

11. Neighbourhood Plan Steering Group

12. Items for noting

- 12.1 Updated committee members and representative's document
- 12.2 Updated committee remits
- 12.3 Updated meeting schedule

13. Correspondence list.

14. Urgent issues at the discretion of the Chair for noting or inclusion on future agenda