

BENTWORTH PARISH COUNCIL

Chair: Tim Lipscombe

Clerk: Mrs Louisa Thomson
Email: clerk@bentworthparishcouncil.org

10th May 2023

You are summoned to attend the **Parish Council Meeting** of Bentworth Parish Council on **Tuesday 16th May 2023 at 7.30pm, St Mary's Church, Bentworth.**

Tim Lipscombe (Outgoing Chair), Veronica Parker, Neal Day, Nikki White and Scott Neville

AGENDA

1. **Election of Chairman** (including signing of Declaration of Acceptance of Office)
2. **Election of Vice-Chairman** (including signing of Declaration of Acceptance of Office)
3. **Apologise for Absence.**
4. **Minutes** – To sign as a correct record the minutes of the meeting held on 4th April 2023.
5. **Declaration of Interest** – Councillors are reminded of their responsibility to declare any disclosable Pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.
6. **Public Participation** – Opportunity for the public to speak on agenda items in accordance with Standing Orders.

Co-option of additional Council Members

Council currently has four vacancies which may be filled by co-option. Any new Councillor must complete the Declaration of Acceptance of Office before joining the next Parish Council meeting.

7. **Report from County Councillor**
8. **Report from District Councillor**
9. **Council Regulations and Procedures**
Council to review and confirm its Regulations and Procedures are current and fit for purpose.
 - a) **Standing Orders**
 - b) **Financial Regulations**
 - c) **Grant Awarding Policy & Procedure and Application Form**
 - d) **Disciplinary and Grievance Policy**
 - e) **Social Media Policy**
 - f) **Code of Conduct**
 - g) **Procedure for Handling Complaints**
 - h) **Risk Assessment**
10. **Review of Delegated Arrangements to Committees**
Council to review and confirm its arrangements.
11. **Terms of Reference**
Council to review and confirm its Terms of Reference are current and fit for purpose.
 - a) **Planning Committee**
 - b) **Staffing Committee**
12. **Asset** – Council to review the asset register and confirm correct.
13. **Insurance**
Council to confirm arrangements for insurance cover in respect of all insurable risks and approve renewal with Zurich, cost £410.56.
14. **Grant Application**
Council to decide on grant application received from Victim Support for £50.
15. **Grass Cutting**
Council to decide what should be done about cutting the grass in the village particularly the Village Green which is owned by Hampshire County Council.
16. **School Field Access**

17. Meeting Venue

Council to decide whether to continue to hold meetings at St Mary's Church @ £12 per meeting or return to Jubilee Hall @ £15 per hour.

18. Annual Parish Meeting

Council to agree date, time, location and refreshment arrangements for the Annual Parish Meeting.

19. Photo Competition

Council to decide winner and approve expenditure for and agree a prize circa £25.

20. Payroll

Council to decide whether, as recommended by the Internal Auditor, to outsource the payroll. Payroll provider DCK Payroll Solutions Ltd – Monthly payroll processing fee £30.30; Year End payroll processing fee £30.30; Initial set up fee and pension re-enrolment fee.

21. Annual Governance and Accountability Return 2022/23

- a) Council to confirm receipt of report from Internal Auditor.
- b) Council to review Annual Accounts including Annual Governance and Accountability Return, variances report and bank reconciliation.
 - i. The Annual Governance Statement 2022/23
 - ii. The Accounting Statements 2022/23

22. Accounts 2023/2024

Council to approve the following payment:

a) Louisa Thomson – Clerk Salary April 2023 (previously paid)	£476.73
b) Louisa Thomson – Clerk's expenses April 2023	TBC
c) HMRC	Not due
d) Zurich Municipal – Insurance renewal (if approved in item 12.)	£410.56
e) Victim Support – Grant (if approved in item 13.)	£ 50.00
f) April Skies Accounting – Internal Audit	£289.40
g) Tim Lipscombe – Domain renewal	£ 23.96
h) Home-Start Hampshire (if approved item 14. Above)	TBC

23. Speed Indicator Device (SID) / SpeedWatch – Update

24. Community Updates – Community Care, Neighbourhood Watch.

25. Next Meeting

- a) To approve list of scheduled Council meetings for the year.
- b) To confirm the date of the next scheduled Council meeting, Tuesday 6th June 2023.

26. Close of meeting.