

UPTON PARISH COUNCIL
1 Dovecote Close
Upton
Gainsborough
Lincolnshire
DN21 5NG

29.04.2024

Dear Councillor.

You are hereby summoned to attend the Annual Meeting of Upton Parish Council to be held at Upton Chapel Schoolroom on Tuesday 7th May. The meeting will commence after the Annual Parish Meeting.

Your attendance at such meeting is hereby requested to transact the following business.

AGENDA

1. To elect a Chairman for the ensuing year and to receive the Declaration of Acceptance of Office as Chairman of Upton Parish Council.
2. To elect a Vice Chairman and to receive the Declaration of Acceptance of office as Vice Chairman of Upton Parish Council.

15-minute public forum when members of the public may ask questions or make short statements to the Council.

3. **Apologies:**
To receive and accept any apologies of absence received by the Clerk.
4. **Minutes of the last meeting last meeting**
Notes of the last meeting held on the 12th March to be received and accepted as a true record.
5. **To receive declarations of interest under the localism act 2011**– being any pecuniary or non-pecuniary interest in agenda items not previously recorded on Members Register of Interests.
6. **Report from Clerk/Chair: To include: Correspondence received including previously circulated emails.**
Bus route update
Entrance to village signage
7. **Finance:**
 - a) To approve Clerk's salary and expenses for payment for March/April 2024
 - b) Authorisation of payments and receipts made since 12th March 2024
 - c) To approve the Parish Council Annual Audit report.
 - d) To sign the Declaration of Exemption for 2023/2024
 - e) To approve the Annual Governance Statement for the financial year 2022/2024

- f) To appoint an internal auditor for the year 2024/2025
 - g) To discuss the asset register and any maintenance required and to agree on a figure for insurance 2024/2025
 - h) To receive and accept the latest insurance quote for 2024/2025
 - i) To receive and accept any grants applied for.
8. **To confirm compliance with the GDPR and any updates on the Councillors Register of interests.**
 9. **To review and accept Upton Parish Council's standing orders.**
 10. **Planning Applications for consideration and decisions.**
 11. **Village Hall report.**

The next meeting to be held on the 9th July 2024