

# Broughton Parish Council

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**NOTICE OF MEETING:** Annual Council Meeting of Broughton Parish Council  
**TIME & DATE:** After the conclusion of the Annual Parish Meeting, Monday 13<sup>th</sup> May 2024  
**VENUE:** Village Hall, School Road, Broughton PE28 3AT

**All members of the Council are hereby summonsed to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below.**

**Members of the public and press are welcome to attend the meeting.**

*Ann Nixon*

Ann Nixon, Clerk to the Council  
7<sup>th</sup> May 2024

## **Public Participation**

This section (at the Chairman's discretion may last up to 15 minutes) is to ask questions of, and make comments, regarding the Parish Council. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next meeting.

## **AGENDA**

**2024/25-1. Election of Chairman and signing of the Declaration of Acceptance of Office**

**2024/25-2. Election of Vice Chairman and signing of the Declaration of Acceptance of Office**

**2024/25-3. To receive and approve apologies for absence**

**2024/25-4. To receive Disclosable Interests Declarations**

Members of the Council are subject to the Relevant Authorities (Disclosable Pecuniary Interest) Regulations 2012. All dispensation requests must be made to the Clerk prior to the meeting.

**2024/25-5. Comments from members of the public and County and / District Councillors**

**2024/25-6. Review and approval of minutes:** the Annual Parish meeting and the Annual Council meeting of 15<sup>th</sup> May 2023; the Parish Council meeting of 4<sup>th</sup> March 2024, the Extraordinary Parish Council meeting of 29<sup>th</sup> April 2024

**2024/25-7. Matters arising from minutes of 4<sup>th</sup> March:** Risk Register (item 2024/25-12); Broughton Cemetery (item 2024/25-13); Mowing contracts – both contracts awarded in March 2024.

**2024/25-8. Planning Application:** None

**2024/25-9. Annual Governance and Accountability Return**

- a. To receive Annual Internal Audit Report 2023/24
- b. To approve and sign Certificate of Exemption – AGAR 2023/24 Form 2
- c. To approve and sign Section 1 - Annual Governance Statement 2023/24
- d. To approve and sign Section 2 - Accounting Statements 2023/24
- e. To note the dates for the Notice of the period for the exercise of public rights

**2024/25-10. Revised Clerk's Report and accounting process:** To consider and approve

- Receipts since the last meeting
- Payments made since the last meeting
- Payments to be approved:
  - Village Hall cleaner's wages for March and April
  - M O'Donovan – B&M fence posts for play park
  - CAPALC Affiliation + Data Protection Scheme fees
  - AAC Accountants Ltd Payroll Service fee 2023/24
  - CAPALC AGAR training M Ray (fee donation)
  - ROSPA annual inspection
  - Clerk's wages for March and April (plus 24, 26, 27,29 Feb)

- Balance after payments

**2024/25-11. Payroll Services:** To consider and approve AAC Accountants Ltd for 2024/25

**2024/25-12. Risk Register:** Annual review of risk register and review of actions flagged on the Risk Register.

**2024/25-13. Broughton Cemetery:** To review available plots in the cemetery and its use by Rose Cottage residents.

**2024/25-14. Speed controls:** To consider the implementation of controls in Broughton

**2024/25-15. Matters for information only (decisions cannot be made under this item)**

- Approaches regarding Broughton VHMC matters
- HDC green waste bins
- Leaf litter buildup on road by Church

**2024/25-16. Close of meeting – date of next meeting:** Monday 1<sup>st</sup> July 2024.