



The Parish Office
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NOTICE

Annual Meeting of Asfordby Parish Council

To be held at 7.00pm in the Parish Office on Thursday 11th April 2024

Access to the public from 6.50pm

The law allows for members of the public to record a Council meeting, those wishing to do so must declare that they intend doing so in advance, so that other members of the public who do not wish to be recorded are aware.

AGENDA

Members: Chair R De Burle, Deputy Chair P Lamb, Cllr J Whitehead, Cllr K De Burle.

All meetings will be recorded for the purpose of accuracy and clarity.

1. Election of Chairman.

Nomination	Seconded	Debated	Vote
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Chairman to sign the declaration of acceptance of office.

2. Election of a Deputy-Chairman.

Nomination	Seconded	Debated	Vote
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3. To Receive Apologies of Absence.

4. Member Declaration of Interests.

- Members reminded to ensure their Registration of Disclosable Pecuniary Interests are up to date.

5. Approval of Minutes.

Meeting minutes for Thursday 14th March 2024.

6. To consider an application for Co-Option.

7. Questions received from Parishioners in writing.

The Chairman will acknowledge receipt, and pass to Council for future consideration unless included elsewhere in the agenda.

8. Public Forum.

The Chairman will receive verbal representations from the attending public on any matter included in the meeting agenda. Members of the public are not permitted to participate in meeting debates.

(Standing order rule 3k applies maximum individual submission 3 mins)

9. Chairman's report.

10. Financial Matters.

- a. To receive the year-end Financial Position at 31st March 2024 including final budget comparison report.
- b. To approve and sign the year end summary of income & expenditure and the annual return.
- c. Proposal to allow underspend to return to current budget.
- d. To approve and sign the year end Bank Reconciliation Statements.
- e. To approve and sign March 2024 list of payments number 12 value £11,532.56.
Members to note March list of payments received Cemetery/Hall/Allotments. (Member circulation only).

11. Administration Matters.

- a. To approve the staff 2024/25 annual remuneration review discussed in closed session 14.03.24/15.
- b. To approve the move of staff monthly salary payments from cheque to bacs payment.

12. To Review Council Policies.

It is the policy of Council to review and amend its policies where necessary on an annual basis to ensure they are effective and up to date.

Members to approve the below policies.

- a. Standing Orders.
- b. Financial Regulations.
- c. Code of Conduct.
- d. Financial Risk Assessment.
- e. General Risk Assessment.

13. To Receive any submissions from the public on important matters not including in the agenda.

(Standing order rule 3k applies maximum individual submission 3 mins)

Meeting Close / Next meeting TBA