

Membership: Councillors P Oakey (Chair), C Haslam, A Breach, J Anderson-Hill, A Howard-Evans.

You are duly summoned to attend Bulkington Parish Council Annual Meeting on **Wednesday 8th May 2024 at 6.30pm** to transact the following business at the location of the Bulkington Village Hall, Bulkington, Wiltshire.



T Hicks,
Parish Clerk & Responsible Financial Officer

AGENDA

No.	Item
1.	Election of Chair for the Year 2024-25 Nominations will be sought for the position of Chair. Members will put forward a proposal to vote for their preferred nominee and vote accordingly. After formal election, the retiring Chair will make way for the newly elected Chair and take up the Chair's seat. The newly elected Chair will sign the declaration of acceptance of office and deliver it to the Clerk.
2.	Election of Vice-Chair for the Year 2024-25 Nominations will be sought for Vice-Chair. Members will put forward a proposal to vote for their preferred nominee and vote accordingly.
3.	Apologies To receive and accept apologies for those unable to attend.
4.	Declarations of Interest To receive any declarations of interest under the Parish Council's Code of Conduct issued in accordance with the Localism Act 2011.
5.	Reports from: (i) To receive an update from the Unitary Councillor – Tamara Reay. (ii) To receive an update from the Chair of the meeting.
6.	Minutes of the previous meeting (i) To approve as a correct record the minutes of the Parish Council meeting held on 10 th April 2024.
7.	Matters arising from previous meetings: Some matters moved to maintenance log.
Standing Orders will be suspended to allow for public participation	
8.	Public Participation (i) To enable members of the public to address the Council regarding an item on the agenda. (ii) To receive any petitions or deputations.
Standing Orders will be reinstated following public participation	
9.	Appoint Councillor Portfolios:- i) Finance and contracts and bank signatories ii) Police Liaison

	<ul style="list-style-type: none"> iii) Parish Stewards and LHFIG iv) Clerk HR v) Defibrillator vi) Insurance vii) Emergency Team and Flooding viii) Website and IT ix) Planning x) Village Hall Liaison xi) War Memorial xii) Playing Field & Grounds maintenance
10.	<p>Planning Matters to discuss:</p> <ul style="list-style-type: none"> (a) To note the BPC Planning Schedule as at 1st May 2024. (b) Any other any other applications received before the meeting.
11.	<p>Maintenance to include items as below:-</p> <ul style="list-style-type: none"> (i) To discuss and agree Parish Steward – Consideration of jobs for next visit. (ii) To discuss and agree Maintenance Log – for ongoing items. (iii) To discuss and agree Playground Update. (iv) To receive a proposal ref 'Re-Elming Bulkington' by Great Western Community Forest.
12.	<p>Finance</p> <ul style="list-style-type: none"> (i) Insurance Renewal Members to approve the annual renewal of the Parish Council's Insurance, and whether to enter a three year contract. (ii) Payments for approval: <ul style="list-style-type: none"> a) WALC renewal - £112.84 b) Clerk's Salary May c) Clerk's PAYE May d) Playdale playground final invoice £3310.96 e) Julie Bailey for audit £230 (iii) To agree and approve BPC March and April banking financial statements with accounts listed up to and including 30th April 2024 along with financial summary sheet. (iv) Annual Accounts 2023-24 Members to approve the annual accounts for the period 1st April 2023 to 31st March 2024.
13.	<p>Annual Internal Audit Members to receive and note the Annual Internal Audit Report – attached.</p>
14.	<p>Annual Governance and Accountability Return 2023-24</p> <ul style="list-style-type: none"> (i) Annual Governance Statement 2023-24 Members to approve the annual governance statement as outlined in Section 1 of the Annual Return and minute accordingly. Full statement attached. (ii) Accounting Statements 2023-24 Members to approve the accounting statements as outlined in Section 2 of the Annual Return and minute accordingly. The Chair and Clerk are required to sign the Annual Governance Statement and the Accounting Statements which will be dealt with at the same time. (iii) Exemption 2023-24 The Parish Council is declaring exemption and declares that during the financial year, the higher of the authority's total gross income for the year or total gross expenditure for the year did not exceed £25,000. For approval. (iv) The Clerk is setting the commencement date for the exercise of public rights as Monday 3rd June and ending on Friday 12th July 2024.
15.	<p>Governance</p> <ul style="list-style-type: none"> (i) To discuss suggested Emergency/Resilience plans (ii) To review and adopt Communications Policy (iii) To review and update Complaints Policy

	(iv) To review and adopt Risk Assessment
16.	Correspondence Received Since Last Meeting (i) Wiltshire Council Area Board Minutes 26/2/24
17.	Confirmation of date of next meeting: Wednesday 12 th June 2024 @7.30pm

For the public supporting documentation, please scan:



01/05/2024