

ORCHESTON PARISH COUNCIL

Clerk: Rebecca Hathaway-White

Pembroke Farm, The High Street, Tilshead, Salisbury, Wiltshire, SP3 4RX

Telephone: 07802 679457

Email: OrchestonPC@outlook.com

**Annual Meeting of Orcheston Parish Council to be held at Orcheston Village Hall
on Monday 20th May 2024 at 7.30pm**

All Parish Council Meetings are open to the Public and Press.

14th May 2024

To All Members of Orcheston Parish Council

Dear Councillor

In accordance with the Local Government Act (LGA) 1972, Sch 12 paras 10 (2) (b) you are summoned to attend the **Orcheston Parish Council Meeting**. The meeting will be held in Orcheston Village Hall on **Monday 20th May at 7.30pm**. (LGA 1972 sch.12 para 10(2)(a)). A period of public participation will take place prior to the formal opening of the meeting. The Press and Public are welcome to attend the meeting. In accordance with the parish Council's Standing Order No.3.

Rebecca Hathaway-White

Parish Clerk

MEETING SCHEDULE

7.30pm - 7.45pm

Public Participation

To enable members of the public to address the Council, with an allowance of three minutes per person, regarding items on the agenda in the first instance and if time permits any matter relating to the village.

(Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 1972 s 100)

COUNCIL MEETING AGENDA

- 1. Election of Chairman**
- 2. Election of Vice-Chairman**
- 3. Chairman and Vice Chairman to sign their Declaration of Acceptance of Office.**
- 4. Acceptance of apologies for absence.**
- 5. To approve** as a correct record, the minutes of the Full Council meeting held on 25th March 2024.
[LGA 1972 Sch 12 para 41 \(1\)](#)
- 6. Dispensations and declarations of interest.**
Council is asked to discuss any written requests for dispensation the Clerk may have received from councillors. Members to declare any interest they may have in agenda items that accord with the

requirements of the relevant authorities. ([Disclosable Pecuniary Interests](#)) Regulations 2012 (SI 2012/1464)(NB this does not preclude any later declarations).

7. Matters arising from the Minutes.

8. Chairmans Report

9. Councillors Reports

10. Council is requested to ratify and authorise payments listed, to be paid via Cheque.

Payments to Ratify

R Hathaway-White Salary	- £148.92
HMRC PAYE	- £37.00
WALC	- £111.25

11. Parish Accounts for the month ending 30th April 2024

The Clerk will present the parish accounts for the year ending 30th April 2024 for approval.

12. Internal Audit Report 2023/24. Council to consider, adopt and approve the Internal Audit report.

13. The Annual Governance and Accountability Return (AGAR) 2023/24 Form 2

Council to note the commencement for the exercise of public rights will commence on Monday 3rd June 2024 and will continue for a 30 day working period until Friday 12th July 2024.

Publication Requirements - The Clerk will publish the following documents on the Council's website as best practice.

- Certificate of Exemption, page 3
- Annual Internal Audit Report 2023/24, page 4
- Section 1 – Annual Governance Statement 2023/24, page 5
- Section 2 – Accounting Statements 2023/24, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

14. The Annual Governance and Accountability Return 2023/24 Form 2. Section 1 – Annual Governance Statement 2023/24

Council is requested to consider, approve and to authorise the Chairman of the meeting and the Clerk to sign the Annual Governance Statement 2023/24 as circulated.

15. The Annual Governance and Accountability Return 2023/24 Form 2. Section 2 – Accounting Statements 2023/24.

Council is requested to consider, approve and to authorise the Chairman of the meeting to sign the Accounting Statement 2023/24, as circulated.

16. Internet Banking. Members to discuss and approve moving our bank account to Unity Bank. The Clerk suggests opening both a current account and savings account for better management of the Parish Councils funds.

17. Financial Checks. Council to nominate a Councillor (not the Chairman or a Signatory) to complete quarterly checks to verify bank reconciliations produced by the RFO. This activity, shall on

conclusion be reported, including any exceptions, to and noted by the council and minuted, as per Financial Regulation 2.2.

18. Appointment of Internal Auditors and External Auditors

Council to discuss and appoint an internal auditor.

Council to approve that the external auditors will be PFK Littlejohn LLP, 1 Westferry Circus, Canary Wharf, London, E14 4HD. Council to note PFK Littlejohn have been allocated as external auditors to all Wiltshire local Councils under the audit regulations.

19. Asset Register. Members to consider and approve the inventory of assets as attached.

20. Members to note when assets are disposed of the reason and method of disposal is to be approved and minuted at a meeting of the Council. Any monies received from the disposal to be noted on the asset register.

21. Risk Management Register. Circulated prior to meeting for members perusal. The document will be taken as read.

Members to approve and adopt the Risk Management Register

22. Wessex Water. Council to consider writing to Wessex Water regarding the ongoing issues with sewage being pumped into the Winterborne as raised by residents at the Annual Meeting of the Electorate.

23. Flood Warden. Council to note that Chas Williams has accepted taking over the role of Flood Warden.

24. Standing Agenda Items

- i) Highways and Byways
- ii) Village Maintenance

25. Updates and items outstanding from previous meetings, to include: -

- a) Campsite Bin
- b) 20 mph Speed Limit – LHFIFG have been notified of our agreement to proceed. Now waiting for them to action.
- c) Campsite Planning Appeal

26. Correspondence – Clerk to advise

27. Partnership Meetings to consider attending: -

- i) South Operational Working Group – 26th June 2024, 10am, Warminster Civic Centre

28. Date of next meeting

The next Meeting of The Council will be Monday 15th July 2024 at Orcheston Village Hall

Add memorial agenda and ideas for tourism within the village. Signs etc.

The minutes of this meeting will be available to all members of the public from the village website www.orchestonparishcouncil.com , the Parish Notice board or by contacting the Parish Clerk.