

Latton Parish Council

(including the hamlets of Eysey and Water Eaton)

Parish Clerk: Tina Jones

Clerk@latton-pc.gov.uk

ANNUAL MEETING OF THE PARISH COUNCIL to be held on Tuesday 14 May 2024 at 7.30pm

Councillors:

Cllr R De'witt

Cllr K Johnson

Cllr D Lloyd

Cllr R Mitchell

Cllr J Towner

Members of Latton Parish Council as listed above are summoned to attend a meeting of the Parish Council for the purpose of transacting the following business.

Tina Jones

Tina Jones PSLCC
Clerk to the Council

Date: 9 May 2024

Public and Councillor Question Time – to receive questions from the public (limited to ten minutes) and Councillors (limited to five minutes) on items not on the agenda. Every attempt will be made to give accurate answers to all questions. However, on some subject's further research and consultation with the appropriate bodies may be necessary, following which a response will be offered as soon as is possible.

A G E N D A

- Election of Chairman**
Members are requested to Nominate a Chairman for the ensuing year, all nominations must be seconded.
- Election of Vice-Chairman**
Members are requested to Nominate a Vice-Chairman for the ensuing year, all nominations must be seconded.
- Acceptance of Office and Code of Conduct**
The newly appointed Chairman and Vice-Chairman are requested to sign their Acceptance of Office Forms authorised by the Clerk of the Council.
- Apologies for Absence**
To RECEIVE apologies.
- Declarations of Interest**
Members are reminded to DECLARE any interest they may have for any item on the agenda, no later than when the item is reached. As required under the Code of Conduct adopted by Latton Parish Council and by the Localism Act 2011.
- Dispensations**
To NOTE any dispensations in respect of this agenda received prior to the meeting.
- Standing Orders**
To REVIEW Standing Orders – with no changes proposed.
- Financial Regulations**
To REVIEW Financial Regulations – with no changes proposed.

9. **Finance and General Risk Management Policy**
To REVIEW the policy – with no changes proposed.
10. **Asset Register**
To NOTE and AGREE the Asset Register.
11. **Community Infrastructure Funding**
To NOTE and APPROVE the balances as at 31 March 2024.
12. **Ear Marked Reserves**
To NOTE and APPROVE the balances as at 31 March 2024.
13. **Appointment of Signatories to the Bank Account**
To NOTE and APPROVE that the bank mandate is confirmed as the Chairman and Vice Chairman and a Councillor - both of whom together with the Parish Clerk will be signatories.
14. **External Audit 2024-2025**
Members to NOTE the External Auditor is PKF Littlejohn.
15. **Appointment of Internal Auditors 2024 - 2025**
To CONFIRM that Whitehill Business Services will continue to carry out the Council's internal audit.
16. **Representatives to Other Bodies and Parish Duties 2024 - 2025**

Name	Currently
Cricklade & RWB Area Board	Cllr Towner
Community Area Transport Group	Cllr Lloyd
Community Safety Forum	Cllr Johnson
Environmental Forum	
Facebook Administrator	Cllr Lloyd
Parish Newsletters	Cllr Lloyd
Play Area Inspections	Cllr Towner
Play Area Waste Bin	Cllr Johnson
Recreation Hall Development	
Speed Indicator Device	Cllrs De'witt and Johnson
Speedwatch & Lorry Watch	Cllr Johnson

17. **Review of On-line Register of Interests**
Members are reminded to REVIEW their online Register of Interests, advising the Clerk if any amendments are required
<https://services.wiltshire.gov.uk/TownAndParish/ROI/Council/735>