**Mainstone with Colebatch Parish Council**

Agenda for Annual Parish Council Meeting

Thursday 16 May 2024 at Mainstone Village Hall, 7.30pm

1. Election of Parish Council Chairman.
2. Apologies.
3. Declarations of Interest.
4. Approve minutes of last meeting held on 7 March 2024, to be signed by Chairman.
5. Approve 2023/2024 Accounts:
* Note Internal Auditor’s Report.
* Approve Annual Governance statement, to be signed by Chairman and Clerk.
* Approve Accounting Statement, to be signed by Chairman and Clerk.
* Approve Certificate of Exemption, to be signed by Chairman and Clerk.
* Confirm appointment of Lesley Thomas as Internal Auditor for 2024/2025 Accounts.
1. Finance:
* Clerk now has access to internet banking and signatories updated at HSBC.
* Current Account Balance at date of this agenda is £7448.52.
* Note precept of £2500.00 for 2024/2025 credited on 24 April.
* Payment to Alison Goff of £294.00 for TG expenses made on 29 April.
* Payment of SALC fees invoice of £143.65 paid on 29 April.
* Payment to Anthony Haighway for expenses of £150.00 made on 4 May.
* Payment to Anthony Haighway of £103.00 made on 4 May for reimbursement of his payment to Jenny Turner for her work carried for parish council – see previous minutes.
* Bank charges of £10 incurred since last meeting (£5 for March and April each).
* Approve payment of £15.00 to Lesley Thomas for carrying out internal audit for 2023/24.
* Approve payment for new parish laptop: preferred option MacBook Air 2020 Model 13” I5 8G 256G SSD will run all current software - £320.
1. Review Risk Parish Council Risk Assessment.
2. Website and Social Media:
* Clerk to update Councillors on status of website and social media channels.
1. Planning:
	* No new planning applications or decisions received since last meeting.
2. Policing matters:
	* Consider crime statistics 7 March to 16 May.
3. Roads:
	* Note and discuss the condition of roads in the parish, and any action required.
4. Involvement of the Parish Council in the Community:
* Report back to Councillors after AH attended Village Hall Committee meeting.
1. Any Other Business.
2. Date of Next Meeting.