

Holland Fen with Brothertoft PARISH COUNCIL
Annual meeting of the Parish Council

NOTICE OF MEETING

You are hereby invited to the annual meeting of the above named council which will be held at Brothertoft Village Hall on **Tuesday 9th May 2023** at 8.00 pm following the annual parish meeting. Public and press are welcome to attend.

Fifteen minutes are allocated if needed prior to the business below for members of the public to ask questions or make short statements to the council.

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30th April 2023

S. Kulwicki Parish clerk

Sarah Kulwicki. 18. Old Boston Road, Coningsby,
Lincoln, LN44SZ

01526 3544615 or 07919468123
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Agenda

1. **Election of Chairman** - signing of declaration of acceptance of office.
2. **Election of Vice Chairman** - signing of declaration of acceptance of office.
3. **Apologies for absence and reasons given**
4. **All councillors to sign declarations of acceptance of office following uncontested election, DPI forms to be filled out for the next 4 year term.**
5. **Proposal needed for any absent councillors to sign declaration of acceptance of office prior to the next meeting. (to meet legal requirements)**
6. **Declarations of interest in accordance with the 2000 Local Government Act**
7. **The notes from the meeting of the Council held on Tuesday 7th March 2023 (attached) to be approved as Minutes and signed by the Chairman**
8. **Audit of accounts** – presentation of accounts – Internal auditor has done checks all cleared for approval of this Council
 - a) To approve the councils certificate of exemption
 - b) To confirm and approve the Accounting statements contained in the Annual Return
 - c) To approve the annual governance statement in the annual return
9. **To approve payment of accounts: -**
 - a) ICO Data protection annual fee - £40.00
 - b) Zurich – councils insurance - £144.59
 - c) S. Kulwicki- £753.46
 - d) HMRC PAYE- £158.20
 - e) Internal Audit - £40.00
10. **To note general correspondence**
11. **To note all planning applications**
12. **Highways matters** – Any problems to report
13. **To receive reports from representatives of outside bodies or local organisations**
14. **Date of next meeting** –Tuesday 4th July 2023, this meeting will commence at 7:30 p.m. at Holland Fen village hall.
15. **Any other matters for inclusion on the next agenda**