



East Tisted Parish Council

Agenda for the Annual General Meeting of East Tisted Parish Council to be held on Thursday 23rd May 2024 at 6.30pm

Summoned: Phil Cutts (Councillor)
Helen Evison (Councillor)
Carl McBean (Councillor)
Sandra Nichols (Councillor and Chairman)
Colin Rule (Councillor)
Pippa Cockhead (Clerk & RFO)

By Invitation: Mick Crumplin (Village Hall Management Committee)
Charles Louisson (District Councillor)
Russell Oppenheimer (County Councillor)
Jessica Hornby (Hampshire Constabulary)

The period of time designated for public participation shall not exceed 15 minutes with each member of the public speaking once only and for a maximum of 2 minutes. Any question asked shall not require a response or debate unless that item is already on the agenda.

1. Nomination and Election of Chairman and Vice-Chairman for 2024-25

- Members to propose, second and formally vote in a Chairman for 2024-25
- Members to propose, second and formally vote in a Vice-Chairman for 2024-25

2. Apologies and Welcome

Members to receive apologies and welcome those present.

3. Declaration of Interests

Members are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, Councillors may not participate in any discussion of, or vote on, or discharge any function related to any matter in which they have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. Councillors must withdraw from the room or chamber when the meeting discusses and votes on the matter.

4. Public Forum

- Members of the public who wish to speak will be invited to do so now.
- It is proposed that updates from the following, be held over to the Annual Parish Meeting starting at 7.30pm, unless they should be unable to stay.

Russell Oppenheimer (County Councillor)

Charles Louisson (District Councillor)

Mick Crumplin (Village Hall)

Clr Colin Rule (Neighbourhood Watch)

Jessica Hornsby (Hampshire Constabulary)

The Chairman will now close the meeting for public participation

5. Minutes of the previous meeting and matters arising.

Members to receive the minutes of the meeting held on 19th March 2024 and agree for the Chairman to sign them as an accurate record.



East Tisted Parish Council

6. Annual Business

- Members to review and, where appropriate adopt:
 - a. The Model Standing Orders
 - b. The Financial Regulations/system of internal control
 - c. The Financial Risk Assessment
 - d. The Inventory of Assets
 - e. Annual Subscriptions to other bodies – HALC/NALC £167.00 (prev. £151.04)
- Members to appoint a representative to the Village Hall Management Committee
- Members to determine the time and place of ordinary meetings of the Council up to and including the next Annual General Meeting. Proposed dates Thursday 19th September 2024, Tuesday 10th December 2024, Thursday 13th March 2025 and Tuesday 20th May 2025.

7. Zurich Insurance

Review of the public liability clauses of both the Parish Council and Village Hall.

8. Defibrillator

To discuss the continued placement and servicing of the defibrillator.

9. Correspondence received

Request of grant for St James maintenance.

10. Planning

To consider applications received, if any.

11. Facilities

Update on the Recreation Ground, Village Hall and Village Pond/Green.

12. Responsible Financial Officer

- a. Members to receive the Internal Audit Report Letter and signed Audit Report (page 4 of the Annual Governance & Accountability Return (AGAR) for 2023-24
- b. Members to receive and approve for the Chairman to sign
 - (i) the Certificate of Exemption from external audit for 2023-24, both income and expenditure being below £25,000 (page 3 of the AGAR)
 - (ii) the Annual Governance Statement 2023-24 (page 5 of the AGAR) and
 - (iii) the Accounting Statements for 2023-24 (page 6 of the AGAR)(ii) and (iii) having been internally audited
- c. Members to note that the period for exercise of public rights to inspect the 2023-24 accounts is planned to be from Monday 3rd June to Friday 12th July 2024 inclusive.
- d. Members to review the effectiveness of internal audit and agree retention of the internal auditor for 2024-25.
- e. Members to receive and approve for the Chairman to sign the Financial Statement and Bank Reconciliations since the last meeting
- f. Members to receive and approve for the Chairman to sign the Budget Monitoring and forecast report
- g. Members to authorise the following subscriptions and payments:
 - Internal audit fee 'Fair Account' for 2023/24 review - £130

13. Date of next meeting

To confirm the date of the next meeting as resolved in item 6 above.

Pippa Cockhead
Clerk & Responsible Financial Officer
12th May 2024