

Wigmore Group Parish Council

Councillors are summoned to the Annual and Scheduled meetings of the Parish Council
on Monday 22 May 2023 at 7.00pm at Wigmore Village Hall

The Press & Public are cordially invited to attend.

AGENDA – ANNUAL PARISH COUNCIL MEETING

1. **To elect the Chairman of the Council and to receive Declaration of Acceptance of Office.**
2. **To elect the Vice Chairman of the Council.**
3. **Apologies.** To receive apologies for absence.
4. **Vacancies on the Parish Council.** To consider applications for co-option to the Parish Council.
5. **To consider adopting documents (those approved in April 2023 marked *)**
 - 5.1. Local Government Association Code of Conduct*
 - 5.2. Standing Orders 2023*
 - 5.3. Financial Regulations 2023*
 - 5.4. Risk Management Policy
 - 5.5. Asset Register
6. To consider Working Groups and appointment of members.
7. To consider persons to fulfil roles of Parish Paths Officer, Defibrillator Liaison and Tree Warden.
8. **To confirm arrangements for 2023/24:**
 - 8.1. Bank Mandate.
 - 8.2. Meeting dates and locations.
 - 8.3. Posting agenda/notices.
 - 8.4. Internal Auditor.
 - 8.5. Delegation Policy.
 - 8.6. Registers of Interest.
 - 8.7. .gov councillor email addresses.

Wigmore Group Parish Council Scheduled Meeting

Following the Annual Meeting of the Group Parish Council

AGENDA - SCHEDULED MEETING

9. **To receive Declarations of interests and written requests for dispensations.**
10. **Open Session**
 - 10.1. To note report received from Ward Cllr Carole Gandy.
 - 10.2. To receive views of residents on parish matters.
 - 10.3. To receive reports from Councillors.
11. **Minutes.** To approve minutes of the scheduled meeting 17 April 2023.
12. **Finance**
 - 12.1. To consider Grant Application from Trustees of Wigmore Village Hall (Community Centre).
 - 12.2. To consider opening a Lloyds 32-day notice interest bearing account.
 - 12.3. To consider applying for a Lloyds Business Charge Card.
 - 12.4. To consider renewal of public liability and general insurance.
 - 12.5. To note balances, payments, and receipts since the April meeting, and approve payments:

Lloyds Bank Balance on 15 May 2023	£ 57,757.32
Ringfenced Funds: Bury Lane Playing Field Project	£ 3,457.17
Millennium Bench Fund (Wigmore village)	£ 149.00
Election Fund	£ 2,059.02
Traffic/Signage	£ 2,918.00
Restricted Fund - from the National Lottery	£ 10,000.00
Donations towards Defibrillator Project (Leinthall Starkes)	£ 3,689.50

Reserve Fund	£ 7,500.00
General Revenue Reserve	£ 13,755.69
TOTAL ringfenced	£ 43,528.38
Un-ringfenced funds available:	£ 14,228.94

Payments for approval			VAT
Countrywide Grounds Maintenance Inv. 509126	£	223.56	£ 37.26
Alan Jones, Tree Surgery in Bury Lane Playing Field. Inv. 1374	£	900.00	£ 150.00
Wigmore Village Hall invoices 84 & 85	£	45.00	
Parks & Playgrounds Inv. 553 Annual & Post Installation Inspection, Bury Lane	£	235.00	
Society of Local Council Clerks Annual Membership	£	79.92	
Clerk, Payroll Month 1	£	576.87	
HMRC PAYE Month 1	£	144.20	
Clerk's Expenses #	£	27.29	
Total Payments	£	2,231.84	
Un-ringfenced balance after payments:	£	11,997.10	

#Printer Ink £2.99; Mileage £24.30

13. **The Zone Youth Group.** To receive report following presentation at the Wigmore Annual Parish Meeting and agree actions to be taken.
14. **Installation of benches at Millennium Green and Leinthall Starkes.** To confirm letter of thanks be sent to the Manager of Leinthall Quarry, Leinthall Earls and volunteers who installed benches.
15. **Leinthall Starkes Phone Box – refurbishment and installation of a defibrillator.** To receive an update.
16. **Highways & Public Rights of Way.** To consider
 - 16.1. Options for verge cutting on C & U roads by Balfour Beatty. Either two cuts, or once towards the end of the growing season.
 - 16.2. Balfour Beatty Expression of Interest & Annual Maintenance plan for 2023/24. *If received.*
 - 16.3. Contract between Herefordshire Council and Wigmore Group Parish Council, to be signed and returned to Balfour Beatty. *If received*
 - 16.4. Maintenance which might be considered under the Lengthsman grant scheme, 2023/24.
 - 16.5. Purchase of 12 x signs - 360mm x 500mm printed on reflective material £216 + VAT (£18 + VAT each).
17. **St James Churchyard, Wigmore.**
 - 17.1. To receive an update on the boundary and fencing to the north of the Church, following a meeting with representatives from The Church of England on Friday 12 May 2023.
 - 17.2. To consider installation of stable fencing on boundary north of the churchyard.
18. **Bury Lane Playing Field.**
 - 18.1. To note inspection of play equipment.
 - 18.2. To consider arrangements for inspections of play equipment.
 - 18.3. To note receipt of Annual and Post Installation Report from Combined Playground Services Ltd. and consider actions to be taken.
 - 18.4. To receive update on installation of climbing frame and consider payment of invoice 0000821409. For installation of Galahad climbing frame. £16,148.60 gross, £13,457.17 net.
19. **Information items, correspondence received & requests for training.** To note and action, as necessary.
20. To raise matters for next scheduled meeting.
21. To confirm date and location of the next meeting of the Parish Council, Monday 12 June 2023.

Mrs Maggie Brown, Clerk to the Council

Email clerk@wigmoregroupparishcouncil.gov.uk

Telephone 07398 222 310

17 May 2023