



To all Members of **WITHYHAM PARISH COUNCIL**

You are summoned to attend a meeting of **WITHYHAM PARISH COUNCIL** to be held at **THE OLD STATION**, Station Road, Groombridge on **Monday 10th June 2024** at **7pm** when it is proposed to transact the following business:

Debbie Siddle, Clerk – 4th June 2024

There is a 10-minute opportunity for members of the public to address the Council. Members of the public may attend meetings via Zoom (access details at the end of this agenda) or in person.

- 1. ENQUIRE WHETHER ANYONE PRESENT INTENDS TO FILM, PHOTOGRAPH AND/OR RECORD THE MEETING**
- 2. APOLOGIES**
- 3. DECLARATIONS OF INTEREST**
- 4. MINUTES**
 - 4.1. To resolve that the minutes of the Council (ASM) Meeting held on Monday 20th May 2024 be taken as read, confirmed as a correct record and signed by the Chairman.
 - 4.2. Matters outstanding from minutes (not listed as separate agenda items)
 - 4.3 Agree removal of actions no longer required
- 5. COMMITTEE MINUTES**

To receive the following draft minutes of committees and to note recommendations contained therein and as far as requisite, the action taken by them:

 - 5.1 Planning Committee – 20th May 2024
- 6. REPORTS FROM DISTRICT and COUNTY COUNCILLORS** - note reports received in advance of the meeting
- 7. WARD REPORTS**
 - (a) Groombridge Ward (Groombridge)
 - (b) Groombridge Ward (Withyham/Blackham) to include representation at Withyham Fete
 - (c) Marden's Hill Ward to include any update on cycle jump on Reading Room land
- 8. ANNUAL PARISH ASSEMBLY 2024** - feedback
- 9. RECEIVE WPCIC QUARTERLY REPORT AND FINANCIAL UPDATE**
- 10. AGREE CONSULTATION RESPONSE ON THE LOCAL NATURE RECOVERY STRATEGY**
- 11. RECONSIDER COUNCIL & COMMITTEE MEETING DATES 2024-2025**

12. AGREE POLICIES:

12.1 Councillor Code of Conduct

12.2 Document Retention and Destructions Policy

13. FINANCE

13.1 Note the report showing payments made to date against budgets

13.2 Authorise the payment of June invoices/note regular payments

13.3 Note the availability of the bank reconciliations file for inspection

13.4 Receive Year End Audit Report (2023-24)

13.4 Consider quotes (Phoenix House and Old Station roofs)

14. ANNUAL AUDIT

14.1 Consider the Annual Internal Audit Report 2023-2024 (AGAR page 3)

14.2 Consider the effectiveness of the system of internal control, and approve and sign the Annual Return Governance Statement (AGAR page 4)

14.3 Approve the Accounting Statements (end of year accounts to 31st March 2024) and authorise the Chairman to sign the Annual Return Accounting Statements (AGAR page 5)

14.4 Confirm dates on the Notice of Electors' Rights

15. CLERK'S REPORT

16. REPORTS FROM MEETINGS AND TRAINING ATTENDED BY COUNCILLORS

17. MATTERS OF URGENT IMPORTANCE FOR NOTING OR INCLUSION ON A FUTURE AGENDA: Parish Plan 2024-28, Glyphosate, Marden's Hill Road Safety

18. DATE OF NEXT MEETING - note that the proposed date of the next Council meeting is Monday 8th July 2024 at 7pm, to be held at The Parish Office unless otherwise notified by the agenda.

Zoom details:

<https://us06web.zoom.us/j/86815999335?pwd=9ZV3IBEMN90fQuHXVo461lGdEulrUN.1>

Meeting ID: 868 1599 9335

Passcode: 446754