



Laughton-en-le-Morthen Parish Council

The Village Hall, Firbeck Avenue, Laughton-en-le-Morthen S25 1YD

Clerk: Mrs C J Havenhand

Telephone - 01709 528823

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Notice of an Ordinary meeting of Laughton-en-le-Morthen Parish Council to be held on WEDNESDAY 17th APRIL 2024 at 7.15pm in Laughton-en-le-Morthen Village Hall.

This meeting is open to the public by virtue of the Public Bodies (Administration to Meetings) Act 1960 s1.

Yours Faithfully

A handwritten signature in cursive script that reads "C Havenhand".

Mrs Caroline Havenhand

Clerk and Financial Officer

12th April 2024

Apologies for absence should be notified to the Clerk prior to the meeting.

PUBLIC PARTICIPATION

Following completion of the first business (election of Chairperson/receipt of declarations of Acceptance of office as necessary) and information on the recording of meetings, the Parish Council will invite members of the public to put questions on relevant parish matters or to make statements appertaining to items on the agenda for the meeting, prior to the commencement of other business. This is for a period of up to 15 minutes.

Parish Council Meeting

Wednesday 17th April 2024

AGENDA

1. To receive and approve reasons for absence.
2. To receive declarations of interest in respect of business on the agenda
3. To authorise the chairman to sign the minutes of the meeting held on 27th March 2024, as a true and correct record.
4. To identify any agenda items which may be considered following the exclusion of the press and

public, due to the confidential nature of the business to be discussed.

Public Participation Session – Comments or questions from members of the public

5. To receive information on the following ongoing issues and decide further action where necessary: -
 - 5.1. To receive a report from Ward Councillors.
 - 5.2. To review the most recent play inspection report, including quotations from Kompan.
 - 5.3. To receive any update on finalising build documentation and invoice.
 - 5.4 To receive a quotation for the damage to the Slade Hooton Signs.
 - 5.5 To provide an update on hanging baskets.
 - 5.6 To discuss any village hall matters, including the gas box and contact from RMBC regarding a noise complaint.

6. Matters requested by Councillors/Clerk: -
 - 6.1 To discuss any requests for financial assistance.
 - 6.2 To discuss any Allotment issues, including to set the rent for 2025/2026 and issues with rubbish on plots and no cultivation.
 - 6.3 To consider any action following the notice of Uncontested Election.
 - 6.4 To discuss ongoing training requirements and agree any action.
 - 6.5 To review and approve Council's Grants Policy and to consider the next review date.
 - 6.6 To review and approve Council's Complaints policy and to consider the next review date.
 - 6.7 To review and approve Council's Disciplinary Policy, and to consider the next review date.
 - 6.8 To review and approve Council's Privacy Policy and to consider the next review date.
 - 6.9 To review and approve Council's Retention of documents Policy and to consider the next review date.
 - 6.10 To review correspondence from the grounds maintenance contractor about unauthorised planting.
 - 6.11 To note the change of National Living Wage from 1st April, and confirm implementation of this change plus the existing premium.
 - 6.12 To agree the ordering of new and spare defibrillator pads.

7. To consider relevant planning applications as published on RMBC's weekly Lists 12 to 14 (2024).
In particular, to discuss: -

None

8. To receive information on any previous planning applications/issues and discuss further action.

None

9. Finance Matters:
 - 9.1. To receive the RFO'S report.
 - 9.2. To approve accounts for payment and note contractual payments made under clerk delegation. Please see Appendix 1.

- 9.3. To receive bank reconciliation to 31st March 2024.
 - 9.4. To agree transfers to reserves.
 - 9.5. To receive the Internal Auditors Report (AIAR) for the period 1st April 2023 to 31st March 2024, review the effectiveness of the system of internal controls for Laughton-en-le-Morthen Parish Council and agree any changes to controls that may be necessary.
 - 9.6. Following a review of the effectiveness of the system of internal controls of Laughton-en-le-Morthen Parish Council, to consider the findings, and then to complete and approve section 1 of the Annual Governance and Accountability Return (AGAR), this to then be signed by the Clerk and the Chairman of the meeting.
 - 9.7. Following prior signing by the Responsible Financial Officer, to consider and approve the Accounting Statements of Laughton-en-le-Morthen Parish Council relating to the period 1st April 2023 to 31st March 2024. The Chairman of the meeting to then sign section 2 of The Annual Governance and Accountability Return (AGAR).
 - 9.8 To agree the dates to be set to advertise the period during which electors and interested persons may exercise rights relating to the Annual Accounts.
(Suggested dates – Monday 3rd June 2024 to Friday 12th July 2024)
 - 9.9 To receive information on the Councillor quarterly review of receipts and payments and to nominate a Councillor to carry out the check for the forthcoming financial year.
10. To notify the clerk of matters for inclusion on the agenda of the next meeting
 11. To fix the date and time of the next Ordinary Parish Council Meeting
(suggested 15th May 2024)

Enc. Appendix 1

Caroline Havenhand

Clerk – Laughton-en-le-Morthen Parish Council

Agenda 17th April 2024

Appendix 1 – Accounts paid or for payment.

To follow

Initials of/Chairman _____

Initials of Clerk _____