*Kelly Grove Sent Thursday 5th May 2022* <http://www.odapc.co.uk>

To the Chairman and members of the Parish Council

I hereby summon you to attend the **Annual Meeting of Council**, to be held on Wednesday 11h May 2022 @ 7.30pm at Oakthorpe Community Leisure Centre aka ME Sports East Midlands Centre. To transact the following business.

It will be assumed that all councillors have read all documents circulated ahead of the meeting.

**AGENDA**

1. **Election of Chairman of the Parish Council**

**2. Election of Vice-Chairman of the Parish Council**

**3. TO RECEIVE APOLOGIES FOR ABSENCE.**

**4**. In accordance with Section 31 of the Localism Act 2011, to enable members to declare the existence and nature of any Disclosable Pecuniary Interests they have in subsequent agenda items, in accordance with the Council’s Code of Conduct. Interests that become apparent at a later stage in the proceedings may be declared at that time.

# 5. PUBLIC QUESTION SESSION

Members of the public should note that it is not possible to debate matters raised under this item. Questions must be addressed to the Chairman of the meeting.

**6. MINUTES**

To approve as a correct record the minutes of the meetings held on: -

Wednesday 13th April

**7. To review delegation arrangements to committees and outside body representation**

**8. Appointment of Internal Auditor for 2022/23**

**9. Proposed date for the 2023 Annual Parish Meeting (Thursday 13/04/23)**

**10. To review Standing Orders for the Council & Code of Conduct**

**10.1** Standing Orders

**10.2** Code of Conduct

**10.3** Councillors updated Declarations of Interest.

**11. To review the Council’s Financial Regulations, committee terms of reference & risk assessment**

**11.1** Financial Regulations

**11.2** Finance committee terms of reference

**11.3** ODAPC risk assessment

**12. POLICE MATTERS**

 To consider any matters which may be raised by members for the Police.

**13. GROUNDS AND RECREATION AREAS**

To receive reports from councillors

**13.1** To receive reports from councillors.

i) Oakthorpe play area

**13.2** The clerk to report on any items raised by the ground’s contractor.

**13.3** To consider any other matters in relation to grounds and recreation facilities.

**-** Donisthorpe Orchard boundary

**-** Access to Orchard

**-** Oakthorpe Allotment suggestion

 **-**Memorial Garden – Request permission request to plant 15 trees as part of jubilee

**-** Donisthorpe Community Group – grass cutting request before event.

**-** Parish Field day Jubilee

 **-** April’s 3VNs article

# 14. CLERK’S REPORT

To receive the Clerk’s report advising members on the position of various matters.

**14.1** Power of Competence

**14.2** Jubilee Coins -

**14.3** 3VNs report (year dates sent in papers)

**15. CORRESPONDENCE**

**15.1** Email - Copies sent

**15.2** Mercia Park financial funding application

**15.3** The Clerk to report on any items of correspondence received and not dealt with elsewhere on the agenda.

# 16 FINANCE

**16.1** RFO to report on the Council’s current financial position.

- LRALC £40 on account for training

- New Bank account/ Credit Card

- Precept

**16.2i** To approve s1 recommended statement for section 7 of AGAR

**16.2ii** To approve s2 of the Annual Governance & Accountability Return (AGAR)

**16.2iii** To approves2 of the Annual Governance & Accountability Return (AGAR)

**16.3** To approve the Bank Reconciliation April 2022.

**16.4** To approve payments list for April

**16.5** To accept Internal Auditors report

**16.6 To** receive and authorise May’s payments as set out below

Microsoft £196.99 Unity Trust £8 WFH Allowance £50 ME Sports £37.50 rent

Aqua £577.50

Any additional payments received since the agenda went to print will be reported at the meeting.

**17. PLANNING**

**17.1** **CONSULTATIONS**

**None at present**

**17.2 Permissions**

**Application reference 22/00128/FUL**

Demolition of existing conservatory and the erection of a single storey rear extension at 19 Seals Road Donisthorpe Swadlincote Derby

**Application reference 22/00043/TPO**

CONSENT FOR WORKS TO TREES SUBJECT TO A TREE PRESERVATION ORDER (TPO)

Works to 1no. pine (Protected by Tree Preservation Order) at

5 Stanleigh Gardens Donisthorpe Swadlincote Derby

**18. DISTRICT**  **& COUNTY COUNCIL**

Toconsider any matters to be put before the District/County Councillor.

# 19. OUTSIDE BODY REPRESENTATIVE

 To receive reports from any members who have attended meetings of outside.

 bodies since the last meeting of the Parish Council.

**20 PROPOSAL TO MOVE INTO CONFIDENTIAL**

**21 CONFIDENTIAL EXCLUSION OF PUBLIC AND PRESS**

**Under the Public Bodies (Admission to Meetings) Act 1960, members of the press and public will be excluded from the meeting for discussion of the following items as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted.**

**21.1 Time to complete CiLCA**

**21.2 Clerk’s job title change**

**21.3 Clerk’s Pay scale**

**21.4 Safeguarding**

**22. Date of next meeting** – Wednesday 8th June 7.30pm

**23. Meeting Closed**