All Councillors are summoned to the Parish Council Meeting **on Tuesday, 9th of May 2024 at 19:30 -** NL Community Centre.

North Luffenham Parish Council

Agenda

**58/24** Election of Chair

**59/24** Election of Vice-chair

**60/24** Apologies

**61/24** Declaration of Interest

**62/24** To review and confirm Committees and Working Groups for 2024/2025

**Committees**

* Planning Committee
* Staffing Committee
* Community Centre Committee

**Working Groups**

* St Georges Barracks Working Group
* Bonfire Night Working Group
* Finance Working Group
* Play area Working Group
* IT Working Group

**Steering Groups**

* Neighbourhood Plan Steering Group

**63/24** Public Forum

**64/24** To approve and sign Minutes as follows:

* Parish Council meeting 17th of April 2024 [Document]

**65/24** Ward Report

**66/24** Chairman’s Report

**67/24** Correspondence

* Broken Bin
* Defib Fund

**68/24** Finance Report:

1. To receive, consider and approve the Finance Report [Document]:
2. To approve the following payments:

* Clerk’s Salary – £TBC
* Clerks Expenses (Voucher for NLCSA) - £50
* 5 Awards for NLCSA - £175
* Insurance Renewal - £752.33

**69/24** Planning - Cllr Burrows

**70/24** To receive and consider the report from the Community Centre Management Committee – Cllr Cade

**71/24** To receive and consider the report from the CIL Group – Cllr Burrows

**72/24** Update Policy Documents and schedule of review

Mandatory Documents:

a) Standing Orders

b) Financial Regulations

c) Risk Assessment

d) Register of Assets

e) Code of Conduct

f) Data Protection Policy

g)Insurance Policy

h)Freedom of Information Act Publication Scheme

Highly Recommended:

i) Grievance and Disciplinary Procedure

j) Training Policy

k) Schedule of Meeting Dates

l) Deeds and Leases

m) Equality and Diversity

n) Health and Safety

o) Complaints Procedure

p) Terms of Reference for working Groups

q) Schedule of Allotment Fees and Tenancy Agreements

NLPC additional:

r) Tree Memorial Policy

s) Oval Usage Policy

**92/24** North Luffenham Village Trust – Parish Council appointees

**93/24** Audit

a) To complete and sign the Annual Governance Statement 2023/24

b) To receive and sign the Accounting Statement 2023/24

c) To receive and consider bank reconciliation 2023/24

d) To receive and consider the breakdown of variances

e) To receive and consider the breakdown of reserves held

f)To agree the dates for period of public rights

**94/24** Date of next meeting: **TBC**

Jadene Bale, Parish Clerk