Shotton
PARISH COUNCIL

Clerk of the Council: MR. S. WARDLE

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Date: 20 May 2024

YOU ARE HEREBY SUMMONSED TO ATTEND THE ANNUAL MEETING
of the **SHOTTON PARISH COUNCIL**
to be held in the **SHOTTON COMMUNITY HUB**, **Bridge Road, Shotton Colliery**, on
TUESDAY 28th MAY 2023 at 6.15pm or immediately following the conclusion of the Annual Assembly of Electors.

S Wardle
Clerk to the Council

A G E N D A

Members of the public are invited to address the Council between 6.00pm and 6.15pm

1. **ELECTION OF CHAIRMAN OF THE COUNCIL AND RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE.**

2. **APPOINTMENT OF VICE-CHAIRMAN AND RECEIVE THE VICE-CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE.**

3. **TO APPOINT REPRESENTATIVES ON OUTSIDE BODIES AND ORGANISATIONS**

4. **TO APPOINT MEMBERS TO SERVE ON THE PARISH COUNCIL'S COMMITTEES, SUB COMMITTEES & WORKING GROUPS**

5. **DECLARATION OF INTEREST IN ITEMS ON THE AGENDA**

6. **TO FIX THE AMOUNT OF THE CHAIRMAN'S ALLOWANCE (Section 15(5) of the Local Government Act 1972) -** currently £500

7. **TO FIX THE DATES AND TIMES OF ORDINARY MEETINGS AND ANY COMMITTEE MEETINGS FOR THE ENSUING YEAR –** Last Monday of each Month except August & December for Recess

8. **TO CONFIRM THE MINUTES OF THE LAST MEETING HELD ON THE 29th APRIL 2024** (copy to follow)

9. **COUNTY COUNCILLORS REPORTS**

10. **COUNCILLORS REPORTS OF THEIR ATTENDANCE AT MEETINGS ON BEHALF OF THE PARISH COUNCIL**

11. **SHOTTON PARTNERSHIP AND AAP UPDATE**

12. **COUNCILLOR WORKING GROUPS – PROGRESS REPORTS**
    i. Shotton PC Facebook Update – Cllrs K Wood & M Parker
    ii. D Day Commemoration

13. **FINANCIAL MATTERS**
    i. Payments May 2024

The following items will be subject to the Accounts being finalised in time for the meeting

    ii. Income & Expenditure Year Ended 31 March 2024
    iii. Statement of Annual Accounts for year Ended 31 March 2024
    iv. Notice of Annual External Audit from Mazars and Exercise of Public Rights
    v. To receive report of the Internal Auditor
    vi. Annual Governance & Accountability Return 2023-243:
    The Council is asked to **RESOLVE** that the Annual Governance & Accountability Return be approved and signed with the following confirmed:
    a. The Council had in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
    b. The Council maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
    c. The Council took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances.
    d. The Council provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations
    e. The Council carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
    f. The Council maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.
    g. The Council took appropriate action on all matters raised in reports from internal and external audit.
    h. The Council considered whether any litigation, liabilities or commitments, events, or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.

14. **PLANNING MATTERS**

15. **PROGRESS REPORT OF THE CLERK**
    - YIF Shotton Youth centre Update
    - Car Park Update
    - New Website Update

16. **CORRESPONDENCE**

17. **DATE & TIME OF NEXT MEETING – 24th June 2024 at Shotton Community Hub**

TO: ALL MEMBERS OF THE SHOTTON PARISH COUNCIL
County Councillors I Cochrane & C Hood
Cc: PUBLIC NOTICE