

# TILSTON PARISH COUNCIL

For the attention of all Parish Councillors

The **First or Annual Parish Council Meeting** is scheduled for  
**Thursday 5th May 2022 to be held at Tilston War Memorial Hall**

The meeting will proceed **from 7:00** and include an **OPEN FORUM**, when members of the public can raise any matter of concern to them.

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| 1.  | <b>Chairman</b>                                    | To elect a chairman for the year 2022-2023   |
| 2.  | <b>Vice-Chairman</b>                               | To elect a vice chairman for the year 2022-2023  |
| 3.  | <b>Apologies.</b>                                  | With explanations.   |
| 4.  | <b>Declaration of Interests</b>                    | Members to declare any interest under the following categories: Pecuniary interest, Outside Bodies interest and family, friend, or close associate interest.   |
| 5.  | <b>Public Participation</b>                        | When members of the public can raise any issue of concern.   |
| 6.  | <b>Minutes</b>                                     | To accept minutes for the Parish Council meeting held 3 <sup>rd</sup> March 2022 (previously circulated).  |
| 7.  | <b>Annual &amp; Chairman's Report 2021-2022</b>    | To approve the Annual Report and consider distribution methods printed and published online.   |
| 8.  | <b>Meeting Dates 2022-2023</b>                     | To agree meeting dates for 2022-2023   |
| 9.  | <b>Areas of Responsibility &amp; Reporter Rota</b> | To agree areas of responsibility (inc. cheque signatories) and Reporter rota.  |
| 10. | <b>Clerk</b>                                       | To consider replacement of Clerk and covering of vacancy.  |
| 11. | <b>Council Regs &amp; Procedure</b>                | 1) To consider adoption on new Code of Conduct.<br>2) To confirm and/or amend council regulations and policies.  |
| 12. | <b>Hill Field</b>                                  | To receive updated and agreed future actions.  |
| 13. | <b>Planning</b>                                    | To accept observations and note decisions as listed on the planning register and consider any additional applications received.  |
| 14. | <b>Bus Shelter</b>                                 | To consider installation of additional bus shelter at The Green.   |
| 15. | <b>Proposed Church Road Development</b>            | To receive update regarding possible Church Road development.  |
| 16. | <b>Housing Needs Survey</b>                        | To consider undertaking Housing Needs Survey.  |
| 17. | <b>Digital Connectivity</b>                        | To consider development of Digital Connectivity Project in Tilston   |
| 18. | <b>Annual Return 2020-2021</b>                     | 1) To agree year end accounts 2021-2022 & audit information inc. Asset Register.<br>2) To note the report of the internal audit report<br>3) To agree the Governance Statement (Section1)<br>4) To agree the Accounting Statement (Section 2)<br>5) To agree exemption & sign certificate      |
| 19. | <b>Accounts &amp; Payments</b>                     | 1) To approve the accounts as circulated & to consider outstanding payments.<br>2) To consider advertising for small grant applications.<br>3) To approve regular payments for 2021-2022 including:<br>Clerk's salary and HMRC (quarterly)<br>SPS Payroll<br>Information Commissioner's Office |

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| 20. | <b>Jubilee</b>              | To received update on Jubilee Celebrations and agree any funding for prizes etc. |
| 21. | <b>Council Action Plan</b>  | To review of Council Action Plan   |
| 22. | <b>Public Participation</b> | For members of the public to make comment.                                       |

Signed

*Ann Wright* 28/04/22

Ann Wright, Clerk to the Council,

Telephone 01948 861 035 or e-mail [clerk@tilstonparishcouncil.co.uk](mailto:clerk@tilstonparishcouncil.co.uk)  
Full Agenda and Information an be found at <http://www.tilstonparishcouncil.co.uk/agendas>

Members of the public wishing to attend this meeting **must** contact the Clerk in **advance of the meeting** to be given access details.

Please email [clerk@tilstonparischoouncil.co.uk](mailto:clerk@tilstonparischoouncil.co.uk) or call 01948 861 035.