

# NORTON LINDSEY PARISH COUNCIL

Clerk to the Council: Mrs Jennifer Bendall, 7 Brick Kiln Close, Norton Lindsey, Warwick, CV35 8DL  
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To All Members of the Council

19 May 2022

You are hereby summoned to attend the Annual Meeting of Norton Lindsey Parish Council to be held in Norton Lindsey Church Room, Church Road on Tuesday 24 May 2022 at 7.45pm, for the purpose of transacting the following business.

Press and Public are invited to attend.

Signed: *JBendall*

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Mrs Jennifer Bendall  
Clerk and Responsible Financial Officer

There will be a period of up to 15 minutes at the beginning of the meeting where public questions and comments are invited.

## Agenda

**22/05/24-AM/01 To elect the Chairman of the Council**

**22/05/24-AM/02 Record of members present**

**22/05/24-AM/03 To receive apologies for absence**

To receive, and consider for approval, apologies for absence and reasons given.

**22/05/24-AM/04 To receive declarations of interests (existence and nature) on Items on the Agenda**

Councillors are reminded that under the Code of Practice they are asked to declare personal interests in any item on the agenda, and the nature of the interest, at this point or at any point during the meeting. Should that interest be considered prejudicial to the matter under discussion, they should leave the room and not seek improperly to influence any decision on that matter.

**22/05/24-AM/05 To receive the Chairman's Declaration of Acceptance of Office, or to decide when the Chairman's Declaration of Office, which has not been received as provided by law, shall be received**

**22/05/24-AM/06 To elect the Vice Chairman of the Council**

*(Note: there is no obligation to appoint a Vice-Chairman and the Vice-Chairman is not required to sign a Declaration of Acceptance of Office)*

**22/05/24-AM/07 To agree dates for Council Meetings for the forthcoming Year**

Suggested dates for the next year are as follows (all dates are Tuesday's unless otherwise stated):  
14 June 2022; 12 July 2022; 13 September 2022; 11 October 2022; 8 November 2022; 13 December 2022; 10 January 2023; 14 February 2023; 14 March 2023; 18 April 2023 – Parish Assembly *avoiding Easter holidays*; 9 May 2023 – Annual/Ordinary Meetings

**22/05/24-AM/08 To review Council Committees / Working Parties, including Delegation of Functions to Committees, and appoint Members as applicable**

*(Note: there is no obligation to appoint any Committees; Norton Lindsey Parish Council currently has no Sub-Committees or Working Parties. However, NLPC appoints on an annual basis a Councillor to conduct regular reviews of its accounts.)*

- 22/05/24-AM/09 To appoint Representatives to Sit on Outside Bodies**  
*(Note: currently the only Outside Body with a Parish Council representative is the Claverdon & District Nursing Association.)*
- 22/05/24-AM/10 To appoint an Internal Auditor for the financial year 2022/23**
- 22/05/24-AM/11 To review Cheque Signatories and arrange to sign appropriate Bank Mandate if there are any changes**
- 22/05/24-AM/12 To receive the Parish Council's Statement of Finances at 31 March 2022**
- 22/05/24-AM/13 To review the Parish Council's Asset Register**
- 22/05/24-AM/14 To agree the Parish Council Action Plan for 2022/23**
- 22/05/24-AM/15 To review the Parish Council's Standing Orders and Financial Regulations**
- 22/05/24-AM/16 To review the Council's insurance provision**
- 22/05/24-AM/17 To review subscriptions**  
*(Note: NLPC is currently a member of WALC and pays for the Clerk's membership of the Society of Local Council Clerks)*
- 22/05/24-AM/18 To consider training requirements for Councillors**
- 22/05/24-AM/19 Close**