**DYRHAM AND HINTON PARISH COUNCIL**

**The Clerk: Mrs R Banwell, Hazel Cottage,**

**Chapel Lane Hinton SN14 8HD**

**Tel: 07733 265573**

 **e mail:** **mail@dyrhamandhinton.org** **Website: dyrhamandhinton.org**

## **TO ALL COUNCILLORS**

Dear Councillor,

##### **NOTICE OF MEETING**

You are summonsed to the Ordinary Meeting of the Parish Council to be held at Dyrham and Hinton Parish Hall on **Thursday 26th May 2022 at 7.30pm** the purpose of transacting the business set out in the agenda below

Rebecca Banwell

###### **Parish Clerk**

**Members of the public to raise matters of concern.**

1. Apologies for absence
2. Declaration of Interest under the Localism Act 2011
3. Reports on meetings attended by Councillors and the Clerk.

4. Confirm the Minutes of the last meeting 31st March 2022.

5. Matters Arising from the Minutes

6. Elect chair and vice chair

7. Staffing issues

8. Correspondence Received

9. Planning Applications

10. Accounts – payment since last meeting

11. Bank Reconciliation

12. The review of Financial Regulations, Code of Conduct and Complaints procedure.

13. Approval of Governance Statement 2021/22

14. Approval of accounting Statement 2021/22

 Confirm that:

* Appropriate books of account have been properly kept throughout the year.
* The Council’s financial regulations have been met.
* The Council assessed the risks of achieving its objectives
* The annual precept requirement resulted from an adequate budgetary process regularly monitored and reserves were appropriate.
* Expected income was fully received and VAT appropriately accounted for.
* No petty cash was held during the year.
* The Clerk’s salary and allowances were paid in accordance with the council approvals.
* Asset registers were complete and accurate and properly maintained.
* Monthly and year end bank account reconciliation were properly carried out.
* Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments) and agreed in the cash book.
* There are no Trust Funds

15. Review of risk assessment Schedule.

16. Budgetary Controls

17. Nomination of internal auditor.

18. Community Benefit Money

* Miscellaneous

19. The Platinum Jubilee Weekend 2022 – update

20. Unlawful diversion of right of way - update

21. Enforcement update

22. Ward Councillors report

23. Items of Report (note no decisions can be made under this item)

24. Date of next meetings.

 Annual Parish

 July 28th 2022

 September 29th 2022

 November 24th 2022