

**To Councillors:**

Jane Dodson, Julia Florence, Dean Goodman, Charlie Groves,  
Mark Light, Sara Miller, Emma Norman, Pat Perry, Andrew Wood, John Wringe

You are summoned to attend the

**Datchworth Parish Council Annual Meeting to be held on  
Tuesday 16<sup>th</sup> May 2023 at 7:00pm at Datchworth Church Hall**

S Hake  
Clerk  
10 May 2023

The public are welcome to join this meeting. Whilst the Government has relaxed COVID regulations, all authorities are advised to hold meetings whilst acting cautiously. In order to ensure that we can still hold meetings with due care, if you would like to join us, please email our clerk to advise of your attendance: [clerk@datchworth-pc.gov.uk](mailto:clerk@datchworth-pc.gov.uk).

We welcome questions from members of the public, particularly those who cannot join the meeting. Please refer to the Public Participation Policy on the website [Public-Participation-at-Parish-Council-Meetings-Policy-May-2022.pdf \(datchworth-pc.gov.uk\)](#)

**Please send your question(s) in advance of the meeting day.**

**AGENDA**

<b>Item No</b>	<b>Item Description</b>	<b>Time</b>
<b>23/AM 1.</b>	<b>To nominate the Chair to the Parish Council</b> To receive the signed Declaration of Acceptance of Office to also be signed by the Proper Officer	19:00
<b>23/AM 2.</b>	<b>To nominate the Vice Chair</b> To receive the signed Declaration of Acceptance of Office to also be signed by the Proper Officer	19.02
<b>23/AM 3.</b>	<b>To receive and accept Apologies for absence</b>	19.04
<b>23/AM 4.</b>	<b>To receive the signed Declaration of Acceptance of Office from all Councillors and signed by the Proper Officer</b>	19:08
<b>23/AM 5.</b>	<b>All Councillors to complete within 28 days the Disclosable Pecuniary Interest &amp; other Interests Form to the Proper Officer/Monitoring Officer at East Herts DC</b>	19:10
<b>23/AM 6.</b>	<b>Interests</b> To receive declarations of interests from Councillors on items on the agenda To receive written requests for dispensations for declarable interests To grant any requests for dispensations as appropriate	19.12
<b>23/AM 7.</b>	<b>Minutes - To approve the Minutes of:-</b> Annual Meeting 28 <sup>th</sup> April 2022 Full Council Meeting on 25 <sup>th</sup> April 2023	19.14
<b>23/AM 8.</b>	<b>Public open session – up to 15 minutes where the public can ask questions of the Council</b>	19.15
<b>23/AM 9.</b>	<b>To adopt the Code of Conduct</b>	19:30

<b>23/AM 10. To adopt the Standing Orders</b>	19:32
<b>23/AM 11. To adopt the Financial Regulations</b>	19:34
<b>23/AM 12. To adopt the Scheme of Delegation</b>	19:36
<b>23/AM 13 To adopt all other policies recorded on the website</b>	19:38
<b>23/AM 14 To appoint Councillors to Committees / Working Groups &amp; agree Chairs</b>	19:48
a. Delegated Committees	
Finance Committee	
HR Committee	
Planning Committee	
b. Working Groups	
Amenities & Outside Spaces (AOS) Working Group	
Communications Working Group (incl website/social media/police/neighbourhood watch)	
Compliance, Legal, Insurance, Policies (CLIPS) Working Group	
Environmental Working Group	
Health and Wellbeing Working Group	
Highways Champions Working Group	
Leisure Plots Working Group	
Trees Working Group	
<b>23/AM 15. To appoint representatives to Outside Bodies</b>	19:58
Burnham Green Joint Management Committee	
Burnham Green Village Hall Committee	
Datchworth Village Hall Committee	
Sports/Rugby Club Liaison	
<b>23/AM 16. Finance (Cllrs Dodson, Groves)</b>	20:05
a. To approve monthly April Finance Report and May payments	
b. To confirm members to sign mandate signatories for Unity Trust Bank	
c. To approve existing authorised bank signatories continue supporting the Council payments and banking functions until all new signatories are activated	
<b>23/AM 17. Annual Governance and Accountability Return 2022/23 (AGAR)</b>	20:15
a. To receive and note the Internal Audit Report 2022/23	
b. Complete and approve AGAR Section 1 of the Annual Governance Statement	
c. To approve AGAR Section 2 Accounting Statements ( <i>signed by the RFO prior to being presented to the Authority for approval and to record the date of approval, minutes reference and arrange to be signed by the Chair of the meeting where the Accounting Statements were approved</i> )	
d. To note and confirm the Completed Notice and dates of the period for exercise of Public Rights and Publication of Unaudited Annual Governance & Accountability Return 5 June to 14 July 2023	
<b>23/AM 18. Reports and update from Working groups</b>	20:30
Communications update- To confirm agreement for Councillors on Communication Working group and Clerk to be administrators	
<b>23/AM 19. HR To consider and agree options for locum Clerk cover &amp; Clerk Recruitment ad</b>	20:40
<b>23/AM 20. Clerks Report and Correspondence</b>	20:45