
Date and time: Tuesday 21 May 2024 at 7.00pm

Location: Walcote Memorial Hall, Franks Road, Walcote

Agenda

- 24.1. To elect a Chairman of the Council
- 24.2. To elect a Vice-Chairman of the Council
- 24.3. To receive the Chairman's and Vice-Chairman's declaration of acceptance of office
- 24.4. To receive apologies for absence
- 24.5. To receive Disclosures of Interests from members and Requests For Dispensations
- 24.6. To appoint representatives to outside bodies:
 - 24.6.1. Black Horse Community Benefit Society
 - 24.6.2. Eight Parishes Community Interest Company
 - 24.6.3. Leicestershire & Rutland Association of Local Councils
 - 24.6.4. Parochial Church Council
 - 24.6.5. Misterton with Walcote Community Trust
- 24.7. To consider appointing a LRALC representative to attend its AGM on 05 October 2024
- 24.8. To review the Asset Register
- 24.9. To review the council's Standing Orders
- 24.10. To defer the Financial Regulations review due to NALC publishing a new version of the Financial Regulations
- 24.11. To review the policies below:
 - 24.11.1. Annual Leave Policy
 - 24.11.2. Annualised Hours Policy
 - 24.11.3. Data Breach Policy
 - 24.11.4. Data Protection Policy
 - 24.11.5. Document Retention Policy
 - 24.11.6. Equal Opportunities Policy
 - 24.11.7. Expenses Policy
 - 24.11.8. General Privacy Notice
 - 24.11.9. Health and Safety Policy
 - 24.11.10. Home Working Policy
 - 24.11.11. Lone Working Policy
 - 24.11.12. Privacy Notice
 - 24.11.13. Reserves Policy
 - 24.11.14. Risk Assessment & Management Policy
- 24.12. To review the council's Code of Conduct
- 24.13. To review the council's insurance needs for 2024-2025 and approve the renewal quote
- 24.14. Finance
 - 24.14.1. Bank reconciliation and bank statement verification for year ended 31 March 2024
 - 24.14.2. To approve the Accounts & Financial Statement for year ended 31 March 2024
 - 24.14.3. To note the Direct Debit and Standing Order instructions that are in place for regular payments
 - 24.14.4. To approve the schedule of payments and sign confirmation receipts for electronic payments
 - 24.14.5. To note the Bank Reconciliation at 15 May 2024
 - 24.14.6. To note the Receipts & Payments Summary at 15 May 2024
 - 24.14.7. To approve the clerk's expenses and allowances claim
 - 24.14.8. To update the signatories on the bank mandate
- 24.15. To consider and approve documents relating to the Annual Governance & Accountability Return
 - 24.15.1. To receive the Annual Internal Auditor's Report 2023-2024
 - 24.15.2. To complete, approve and sign the Annual Governance Statement 2023-2024
 - 24.15.3. To receive, approve and sign the Accounting Statements 2023-2024
 - 24.15.4. To receive and consider the explanation of variances
 - 24.15.5. To agree the dates for the period of public rights
- 24.16. To approve the minutes of the meeting held on 28 March 2024

- 24.17. To review any actions from the meeting held on 28 March 2024
- 24.18. To note any comments or questions from residents
 - 24.18.1. Reports that the culvert under the A4304 adjacent to 27 Lutterworth Road needs clearing
- 24.19. Play and Recreation Areas
 - 24.19.1. To note the Routine Inspection of Children's Play Areas
 - 24.19.2. To receive an update on the actions raised in the Annual RoSPA Play Area Inspection reports
- 24.20. To receive an update on South Kilworth Road Field
- 24.21. To note Black Horse Walcote Community Benefit Society Ltd Financial Statements for year ended 31 Dec 2023
- 24.22. To note Misterton with Walcote Community Trust accounts and Treasurer's report for 01 Apr 2023-31 Mar 2024
- 24.23. Any Other Business – for notification only
- 24.24. To confirm the date of the next meeting and to schedule meeting dates for 2024-2025

Cathy Walsh

Cathy Walsh | Clerk/RFO

15 May 2024