



Wetheral Parish Council
Wetheral Village Community Hall

Wetheral, Carlisle ,CA4 8HE

Telephone (01228) 561687

E Mail: clerk@wetheralparishcouncil.org.uk

1st May 2024

Dear Councillor

You are summoned to attend a Meeting of the Parish Council to be held on **Wednesday 8th May 2024 in Wetheral Village Community Hall, Wetheral commencing at 7.30pm or following the Annual Meeting with Electors which commences at 7.00pm.**

Yours faithfully

Sue Tarrant
Clerk to the Council

Prior to the business of the meeting all members present are required to complete the Declaration of Acceptance of Office. Also, members' notification of disclosable interests form will be issued. These must be completed and returned within 28 days of the meeting.

If you are unable to attend, please let me know.

AGENDA

- 1. Election of Chairman**
To elect a Chairman of the Council.
- 2. Declaration of Acceptance of Office**
(i) To receive the Chairman's Declaration of Acceptance of Office of the office of Chairman.
- 3. Appointment of Vice Chairman**
To appoint a Vice Chairman of the Council.
- 4. Declaration of Acceptance of Office**
To receive the Vice Chairman's Declaration of Acceptance of Office of the office of Vice Chairman.
- 5. Declaration of Acceptance for Councillors**
To consider allowing members not present at this meeting to sign their declaration of acceptance as a Councillor in the presence of the proper officer prior to the next meeting of the Full Council and within 28 days of 2nd May 2024.
- 6. Apologies**
To receive and record, with reasons, and approve reasons for absence.

7. Declarations of Interest

Members are invited to declare any personal and/or prejudicial interests relating to items on the agenda.

8. Requests for Dispensation

The clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.

9. Appointment of Councillors to Council Committees

- Planning Committee (5)
- Cemetery Committee (5)
- Rights of Way (5)
- Grants & Finance Committee (5)
- Personnel Committee (4)
- Zero Carbon Communities in Wetheral (2)

10. Appointment of Representatives on Other Bodies:

- Carlisle Parish Council Association (1)
- Community Grants Panel (3) Wetheral/Great Corby/Houghton & Irthington
- Tyne Valley Rail Partnership /user group (1)
- Turnmire Common Wetheral (1)
- Hartley Trust Scotby (1)
- Cotehill Sports & Social & Cotehill Village Hall (1)
- Down-a-gate Community Centre Committee (2)
- Wetheral Village Hall Committee (1)
- Scotby Village Hall Committee (1)
- Great Corby Village Association Committee (1)
- Cumwhinton Village Hall Committee (1)
- Cumwhinton Play Area Committee (1)
- Warwick on Eden & Aglionby Memorial Hall Committee (1)
- Warwick on Eden play area committee (1)
- Wetheral Playing Field Association (3)

11. Council Meetings Dates for the Year 2024-5

- (i) To receive and consider the proposed dates for the full council meetings for the forthcoming year. (e-mailed)

12. Review of and Adoption of Council Procedures

Copies issued separately – Please review all documents prior to the meeting.

a. To consider the adoption of the following procedures.

- (i) Council's procedures for handling requests made under Freedom of Information Act
- (ii) Council's Complaints procedure.
- (i) General Data Protection Regulations (2024)
- (iv) Standing Orders 2024
- (v) Financial Regulations 2024
- (vi) Document Retention Policy.
- (vii) Financial Risk Management & Insurance.
- (viii) Review of the Council's policy for dealing with the press/media.
- (ix) Councillor code of conduct.

b. To consider the deferment of all other policy and procedure reviews stated in the Council's Standing Orders until a future meeting of the Council.



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13. Minutes of the Council Meetings

(i) To authorise the Chairman to sign, as a correct record, the minutes of the meeting held on 10th April 2024. (Emailed)

(ii) To authorise the Chairman to sign, as a correct record the minutes of the Extraordinary meeting of the Council held on Tuesday 16th April 2024. (Emailed)

14. Minutes of Committee Meetings & Working Groups

To receive the minutes of the following Committee meetings/working groups and to consider any recommendations contained therein.

15. Bank Reconciliation

(i) To receive and note the bank balances to 30th April 2024.

Current Account £195,522.41

Deposit Account £122,940.40

Cumberland BS £42,590.65

Total in the bank £361,053.46 (in outstanding payment and receipts)

(ii) To authorise the Chairman to sign the bank statements.

16. Payment of Accounts

(i) To authorise payment of the accounts listed in the schedule of cheques dated 8th May 2024 (VIN21-58). Totalling £21,195.68.

17. Internal Auditor's Report

(i) To consider the internal auditors report of 9th April 2024 and recommendations therein. (Emailed)

18. Annual Return

(i) To consider the approval the Annual Governance Statement for year ending 31st March 2024 and authorise the Chairman to sign Section 1 of the Annual Return for year ending March 31st, 2024, on behalf of Wetheral Parish Council.

(ii) To consider the approval of the Statement of Accounts for year ending 31st March 2024 and authorise the Chairman to sign Section 2 of the Annual Return for year ending 31st March 2024 on behalf of Wetheral Parish Council. (e-mailed)

(iii) To receive notification of Public Rights & Publication of Unaudited Annual Governance & Accountability Return for accounts year ending 31st March 2024 as Monday 3rd June to Friday 12th July 2024.

19. External Representation

To receive reports from Parish Council representatives on outside bodies. (If possible, Cllrs. to provide a written report prior to the meeting to allow distribution).

(i) To receive reports from Cumberland Councillors.

20. Schedule of Correspondence, Notices and Publications

To receive and note schedule of correspondence, notices and publications received since the last meeting and not on this agenda. (E-mailed). This will be available at the meeting.

Next meeting June 19th 2024 in Wetheral Village Community Hall.
