



Thursday 9<sup>th</sup> May 2024

*Members of Hamfallow Parish Council  
are hereby summoned to attend for the purpose of transacting the business as set out below.  
On Thursday 16<sup>th</sup> May 2024 at 7.00 pm  
At Guide Hut, Sanigar Lane*

*Jo. N. Lehigh*  
Clerk to Hamfallow Parish Council

### AGENDA

*All residents of the Hamfallow Parish are welcome to attend and a period of 20 minutes is set aside for members of the public to raise questions*

1. Opening of Meeting
2. Apologies
3. Election of Chair
4. Election of Vice Chair and Outside Committee Representatives:
5. Declarations of Interest - Councillors will have the opportunity to declare any interest relating to items on the agenda.
6. Approval of Minutes of previous meeting – see attached
7. Planning/Decisions – see attached
8. County and District share information
9. Finance/Budget Review/ Bank Reconciliation – see attached  
To receive the quarterly Budget vs, spend report for the 2024 - 2025 accounts.
10. Internal Controls 1st March 2024 – 31st March 2024  
To appoint a member to carry out the Internal Audit for the 1<sup>st</sup> March 2024 – 31<sup>st</sup> March 2024
11. To note that a check of the quarterly accounts and internal controls has been undertaken.
12. To review and approve Financial Regulations – see attached
13. To review and approve Bank Signatories
14. To review and approve Direct Debits and Standing Orders
15. To review and approve List Regular Payments under Delegated Authority – see attached
16. To review and approve List of Assets 2024 – see attached
17. To note 2025/26 Planters and Bench Maintenance – see attached
18. To note Highways/Public Rights of Way/Bridleways Reports
19. To agree Grass Cutting Contracts for 2024/25
  - GCC Highways Verge Cutting
  - Severn Voice Verge Cutting
20. Audit and Accounts 2023/24 – see attached
  - Section 1 - Annual Governance Statement 2023/2024 – see attached
  - Section 2 - Accounting Statements 2023/24 - see attached
    - Approval of Accounts for 31<sup>st</sup> March 2024 – see attached
21. To note that the dates for the 'period of exercise of public rights' in 2024 is Monday 10th June to Friday 20th July 2024

22. Internal Auditor Report – see attached

23. Internal Auditor GAPTC – Julie Shirley

To approve retrospectively payment to GAPTC of £215.00 for the Internal Audit

24. Halmore Defibrillator Installation

25. Frog Signage Update

26. Biodiversity

27. Clerks Report

28. Sharing Information – Councillors will take this opportunity to share information

29. Items for next meeting/Any other Business

Next meeting of Hamfallow Parish Council is Thursday 4<sup>th</sup> July 2024 at 7.00pm at Guide Hut, Sanigar Lane