



INKPEN PARISH COUNCIL

The Inkpen Annual Parish Council Meeting will be held on Monday 13th May 2024 at 7.30 pm at Inkpen Village Hall

Parish Council meetings are open to the public - This means the meetings are held in public, but does not mean that they are public meetings.

Residents may be allowed to participate at the discretion of the Chairman.

Anyone wishing to make comments may submit comments to the parish clerk by email by 2pm on the day before the meeting for consideration by Councillors.

parishclerk@inkpenvillage.co.uk

AGENDA

1. Apologies for absence
to record apologies for inability to attend the meeting.
2. Chairman, Councillor Bates will preside until the Election
Election of Officers:
Parish Council: Chairman & Vice Chairman
Planning Sub Committee Chairman & Vice Chairman
3. Minutes of the Previous Meeting held on Monday 19th February 2024
4. Declarations of Interest – *to remind members of the need to record the existence and nature of any personal, disclosable, pecuniary or other interests on the agenda in accordance with the Code of Conduct.*
5. Matters Arising from the Minutes
 - a) Update on Parish emails and new address system – Councillor Corne
 - b) Draft questionnaire, progress – Councillors Durham and Bates
 - c) Clearance of ditch and fallen trees in Post Office Rd. – Councillor Lester
 - d) Transfer of Miss Lawrence Grant to Inkpen History Society - Clerk
 - e) Backdated under payment for Clerk - Clerk
 - f) Format of Annual Parish Meeting held on 29th April 2024 – All
6. D- Day celebrations: to consider ‘*Mock-up of Merville Battery, Inkpen*’
7. Review of standing orders to update with national framework – consider review team.
8. Procedures – to consider update & publish procedure for internal management/running of Parish Council & consider risk assessment of weaknesses – consider review team.
9. To approve the Expenditure and Financial Statement 2023/24 and outstanding costs. Annual Governance & Accountability Return to be prepared for Audit - Clerk
10. Date of Next Meeting – Monday 24th June 2024

GLORIA KEENE

Clerk/RFO to Inkpen Parish Council

(Mob: 07704 718475)