



Councillors are hereby summoned to a meeting of Steep Parish Council for the transaction of business set out below.

D Rodgers

Dawn Rodgers, Clerk to the Council, 9th May 2023

Email: clerk@steep-pc.co.uk

AGENDA

1. **Apologies for absence**
2. **To elect a Chair then sign and witness Declaration of Acceptance of office**
3. **To elect a Vice-Chair**
4. **To receive and record Declarations of Interest:**
Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses & votes on the matter.
5. **Approval of Minutes:** to approve the minutes of the meeting held on 3rd April 2023
6. **Public Comment**
7. **To appoint a Chair of the Finance Committee**
8. **To appoint a Chair of the Planning Committee**
9. **To approve appointments to the following Committees:**
 - (a) Finance Committee
 - (b) Planning Committee
10. **To review the Terms of Reference for the Finance Committee**
11. **To review the Terms of Reference for the Planning Committee**
12. **To appoint two councillors to the Church Road Traffic Management Working party**
13. **To note dormant working groups:**
 - (a) Church Road Site working group
14. **To consider the appointment of additional Working Groups and their Terms of Reference:**
 - (b) Roads and traffic working group
 - (c) Policies working group
 - (d) Recreation working group
15. **To consider existing signatories and adding new signatories on the Council bank accounts**
16. **To consider and appoint the Responsible Councillor(s) for:**
 - (a) Steep Common
 - (b) War Memorial
 - (c) Steep Village Hall
 - (d) Footpaths and Rights of Way
 - (e) HR & Staffing
 - (f) Communications (e.g., Newsletter, Website and Social Media)
 - (g) Ashford Hangers
 - (h) Lutcombe Pond
 - (i) Lengthsman
 - (j) I.T.
 - (k) Phase 2 Traffic Management project
 - (l) Swings at Hays Cottages project
17. **Finance:**
 - (a) To enter in the minutes the approved the bank reconciliation for April
 - (b) To enter in the minutes the approved cheques and direct debits list for May payment
 - (c) To approve cheques and direct debits for late May payment
 - (d) To note Actual to Budget figures to end of financial year 22-23
 - (e) To approve and sign the Annual Return 22-23

- (f) To consider and sign the Governance Statement 22-23
 - (g) To approve the Accounting Statements 22-23
 - (h) To confirm date for the period of Notice of Public Rights and date of announcement
 - (i) To confirm there is no conflict of interest with BDO (external auditors) and sign form
18. **EHDC New Councillor Training on 5th June 2023:** to consider and agree attendance for all councillors and the clerk at the
 19. **June Parish Council meeting:** to consider and agree new date for June meeting due to EHDC New Councillor Training on same date
 20. **To review and confirm the Calendar of Meetings for the rest of 2023**
 21. **To agree a date for the next Village Hall Trustee meeting**
 22. **Date and time of next meeting:** to be confirmed