

**All members of the Wereham Parish Council are hereby  
summoned to attend the Annual Meeting of  
Wereham Parish Council on  
Tuesday 16 May 2023 At 6.30 pm  
(Following on after the Annual Parish Meeting)  
to be held in the Wereham Village Hall**  
Members of the Public and Press Welcome to Attend  
*Agenda published: 9 May 2023  
and Circulated to Borough and County Councillor  
Helen Richardson, Parish Clerk and RFO*

**Public Comments / Questions on Parish Issues**

**AGENDA**

1. To Note Openness and Transparency Notice and To Consider and Accept apologies for absence
2. To Sign Declaration of Acceptance of Office and Code of Conduct Form
3. To note that the Declaration of Interest Form Completion (following meeting)
4. Election of Chairperson and Vice Chairperson – Chairperson to sign the Declaration of Acceptance of Office for Chairperson.
5. To Note Declarations of Interest on Agenda Items and Dispensation Requests
6. To confirm as a correct record the Minutes of the Ordinary Meeting of the Parish Council on 7 March 2023 and To Note the Matters Arising Report
7. The Following Items Relate to Election Administrative and Year End Actions:
  - a. To Note Roles and Responsibilities of the Council/Councillors and the Clerk
  - b. To Approve New Councillor Induction Training
  - c. To Consider Approval of Members Allowances Report for Parish Councils from the BCKLWN and Approve Any Costs or Action 2023/24 and rest of election term
  - d. To Approve Review of Financial Regulations
  - e. To Approve Review of Standing Orders
  - f. To Approve Review of the Financial Risk Management Scheme 2023/24
  - g. To Approve Review of the Assets Register as at 31.03.23
  - h. To Approve Meeting Dates (Four Years) (2<sup>nd</sup> Monday Bi-Monthly from July 2023 at 6.30 pm except 18 Sept)
  - i. To Approve Wereham PC Action Plan 2023/24 (as per Approved Budget)
  - j. To Approve the Restatement of the General Power of Competence
  - k. To Consider Approval of Representation on the Wereham Village Hall Management Committee
  - l. To Consider Approval of Representation on the Wereham Relief in Need Charity
  - m. To Consider Approval of Representation on the Internal Drainage Board, if required
  - n. To Approve Annual Insurance Renewal
  - o. To Approve Certificate of Exemption – AGAR 2022/23
  - p. To Approve Annual Accountability Return and Governance Statement 2022/23 - Annual Statement of Accounts 2022/23 Section 1
  - q. To Approve Rest of Annual Accountability Return and Governance Statement 2022/23 - Section 2
8. To Review and Approve Village Caretaker Contract and Annual Work Plan
9. To Approve 'No Mow' Village Initiative (four years) and Additional Verge Cuts on Contract
10. To Approve Tree Management Costs – Village Pond
11. To Approve St Margaret's Church Clock Service 2023 (Power to Provide Public Clock)
12. To Receive/Approve Any Action in relation to the Bi-Monthly Health and Safety and Play Area Inspection
13. To Approve the Parish Partnership Fund Cemetery Entrance Project 2023/24 and Associated Costs
14. To Consider Approval of Application to Use the Playing Field: Burger Van
15. To Approve Decisions Made on Email
  - a. Payment 50% of Village Sign Work Agreed
  - b. Change of Meeting Date to be 16<sup>th</sup> May 2023 due to Election
16. To Approve Payments to date
17. To Receive Councillors Concerns and Agenda Items for next meeting and Forward Work Programme

18. To Approve Date of Next Meeting – Monday 10 July 2023 at 6.30pm in the Community Room, Wereham Village Hall