

Carlton Parish Council

FOR THE ATTENTION OF MEMBERS OF THE PARISH

You are hereby invited to attend the **Annual Meeting of Carlton Parish Council** on **Tuesday 9th May 2023 to commence at 7.30pm, following the Annual Parish Meeting**, in the school room of Carlton Methodist Church.

In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 the public and press may attend the meeting.

H Phillips

Clerk to the Parish Council

Agenda

1. Election of Chair

To elect the Chair of Carlton Parish Council for the year 2023-2024.

2. Declaration of Acceptance of Office

To receive the Chair's signed Declaration of Acceptance of Office.

3. Apologies for Absence

To receive apologies and consider reasons for absence.

4. Declarations of Interest

To receive disclosures of personal and disclosable pecuniary interests from councillors on matters to be considered at the meeting.

5. Election of Vice Chair

To elect the Vice- Chair of Carlton Parish Council for the Year 2023-2024.

6. Councillors Declaration of Acceptance of Office

Councillors to sign the Declaration of Acceptance of Office to be provided by the clerk.

7. Appointment of Committees

To appoint Members to serve on Carlton Parish Council's Committees and Working Groups for 2023-24

- 7.1 Finance Committee
- 7.2 Planning Committee
- 7.3 Staffing & Recruitment Committee
- 7.4 Website Working Group
- 7.5 Cemetery Working Group
- 7.6 Allotment Working Group

8. Appointment of Representative for Carlton Village Hall

To appoint a Member to represent the Council for Carlton Village Hall.

9. Appointment of Representative(s) for YLCA Branch meetings with Voting Rights

To appoint up to two representatives for the Council for YLCA Branch meetings.

10. Public Participation at Meetings

To consider the agenda format of future meetings regarding public participation.

11. To consider excluding the press and Public Bodies (Admission to Meetings) Act 1960 for the following item.

12. Staffing & Recruitment

- i) To consider the annual pay award for the clerk.
- ii) To consider the annual holiday allowance for the clerk.
- iii) To discuss the future training requirements for the clerk and the councillors.
- iv) To review the uplift in the clerk's monthly hours, increased to 45 hours per month in January 2023.
- v) To consider the clerk and workload for the annual review by the Staffing & Recruitment Committee.

13. Date Future Meetings

Meeting to be held at Carlton Methodist Church (School Room)

- 13.1 Parish Council: 30th May 2023 at 7.30pm.
- 13.2 Finance Committee: 13th June 2023 at 7.30pm.
- 13.3 Parish Council: 27th June 2023 at 7.30pm.
- 13.4 Staffing and Recruitment Committee: To be confirmed.
- 13.5 Cemetery Working Group: To be confirmed.
- 13.6 Allotment Working Group: To be confirmed.