

**DALTON-HOLME ANNUAL PARISH MEETING AGENDA**  
**Wednesday 17<sup>th</sup> May 2023 @ 1830 hrs**

Dear Parishioner & Parish Councillor,

You are hereby summoned to attend the **Annual Parish Meeting** which will be held at the Dalton Estate Office, South Dalton on Wednesday 17<sup>th</sup> May 2023 at 1830 hrs.

**Agenda**

1. Apologies
2. Minutes of the Dalton-Holme Annual Parish Meeting 2021/22 were duly reviewed, approved, and signed by the Chair as a correct record of the meeting.
3. Dalton-Holme Parish Council Chairperson's Report 2022/23.
4. Parishioner question time.

**DALTON-HOLME PARISH COUNCIL ANNUAL MEETING AGENDA**  
**Wednesday 17<sup>th</sup> May 2023 @ 1845 hrs (or on termination of the above meeting).**

Dear Parishioner & Parish Councillor,

You are hereby summoned to attend the Annual Parish Council Meeting which will be held at Dalton Estate Office, South Dalton on Wednesday 17<sup>th</sup> May 2023 at 1845 hrs, followed by an Ordinary Meeting of the Parish Council at 7:00pm.

**Agenda**

1. Apologies
2. Election of Chairperson for Dalton-Holme Parish Council 2023/24.  
Declaration of Acceptance of Office (Witnessed).
3. Election 2023 update – co-option of Parish Councillors.
4. Election of Vice Chairperson for Dalton-Holme Parish Council 2023/24.
5. Minutes of the Dalton-Holme Annual Parish Council Meeting 2021/22 were duly reviewed, approved, and signed by the Chair as a correct record of the meeting.
6. Register of Interest (note requirement for update as necessary).
7. Adoption of the 2022/23 Parish Council Accounts.
  - 7.1 To receive a report from the Clerk – to include 2022/23 year-end accounting review and note 2023/24 agreed budget.
  - 7.2
    - a) Certificate of Exemption.
    - b) Annual Internal Audit Report.
    - c) Section 1 – Annual Governance Statement.
    - d) Section 2 – Accounting Statements.
    - e) Analysis of variances.
    - f) Bank reconciliation.Review & approval of all documents listed (a – f).
8. Adoption of Dalton Holme Parish Council Standing Orders.
9. Adoption Financial Regulations Scheme of Delegation.
10. Dalton-Holme Parish Council Chairperson's Report 2022/23.
11. Parishioner question time.

Agenda Monday 17<sup>th</sup> May 2023

Revision: 1.1

Revision Date: 12.4.23

**DALTON-HOLME PARISH COUNCIL – ORDINARY MEETING**  
**Wednesday 17<sup>th</sup> May 2023 @ 1900 hrs. (or on termination of the above meeting).**

Agenda to follow.

Issued by:

Gareth Rees

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