



Dear Councillors,

You are duly summoned to the Annual General Meeting of the Parish Council at 7.30pm on **Tuesday 7th May** in the KGF Pavilion where the undermentioned business will be conducted.

Yours sincerely,

Stacey Lowe - Parish Clerk and RFO

30th April 2024

AGENDA

1. Welcome from the Chair and formal notice about recording of the meeting (if applicable).

2. Election of the Chair of the Parish Council for the coming year and Declaration of Acceptance of Office.

3. Co-option of new councillors (Representation of the People Act 1985 - Chapter 50)

To consider any applications for co-option as councillors to the Parish Council.

4. Declaration of acceptance of office by co-opted councillors (unless the Council chooses to defer this item).

5. To RECEIVE apologies for absence and declarations of interest, and

To **RECEIVE** delegated Declarations of Interest Dispensation decisions or **APPROVE** such dispensation requests where required.

Members are reminded that if it becomes clear that they have a Disclosable Pecuniary, Other Pecuniary or Registrable Non-Pecuniary Interest when considering any of the matters covered by this Agenda, they must declare it.

6. Public Forum

The Chair to invite members of the public to indicate if they wish to speak at this meeting, either on an item on the Agenda or on a general matter. Public questions are permitted for a maximum of ten minutes and are generally limited to around three minutes per person, at the discretion of the Chairman.

The public may ask questions relating to the work and services of the Council. Questions may not always be answered at the meeting, but they will be dealt with appropriately. If a question is to be discussed by councillors, it will be added to the agenda for the next Council meeting.

7. Minutes of the last meeting

To **APPROVE** the Minutes of the meeting of the Council held on **29th April 2024** (previously circulated) as a true and accurate record (matters outstanding to be raised in the Clerk's Report)

8. End of Year Financial Reports

To **RECEIVE** the Annual Financial Reports, including the Bank Reconciliation on 31st March 2024.

9. Annual Governance and Accountability Return (AGAR)

a) To **CONSIDER** and **APPROVE** the Annual Governance Statement for 2023/2024.

b) To **CONSIDER** and **APPROVE** the Accounting Statements for 2023/2024.

c) To **NOTE** that the Internal Audit Review is scheduled for the week commencing June 10th 2024.

10. Planning and Development

To **CONSIDER** any planning applications received by the Council for comment, including those received after the publication of this agenda.

To **NOTE** any planning decisions or other correspondence received

11. Village Environment

To **DISCUSS** environmental and any other issues within the Parish, along with any footpath and highways matters.



AGENDA (continued)

12. Clerk's Report

- a. To **REVIEW** and **RESOLVE** on any action points from previous meetings
- b. To **NOTE** any urgent decisions made since the last meeting
- c. To **REVIEW** and **APPROVE** the Parish Council's Standing Orders.

13. RFO Report

- a. To **RECEIVE** and **APPROVE** a list of payments, the Bank Reconciliation, and a Statement of Accounts (to follow).
- b. To **APPROVE** the CIL Report for FY 2023/2024
- c. To **RECONFIRM** Stacey Lowe as the Responsible Financial Officer of the Parish Council (1972 LGA s151)
- d. To **REVIEW** and **APPROVE** the Parish Council's Financial Regulations.
- e. To **CONFIRM** the extant Insurance Policy with Zurich Municipal, due for review and renewal in September 2024.
- f. To **REVIEW** the Parish Council's banking arrangements and confirm the signatories to its bank accounts
- g. To **REVIEW** the Asset Register of the Parish Council.
- h. To **APPROVE** the list of Standing Orders and Direct Debits for the coming financial year.
- i. To **CONSIDER** the appointment of the Suffolk Association of Local Councils as the Parish Council's Internal Auditor for the coming year

14. Correspondence

To **NOTE** any correspondence since the last meeting (not already circulated).

15. Agenda Items for the next meeting

Internal Audit Report 2024

16. To CONFIRM the date of the next meeting as **4th June 2024** at 7.30 pm in the KGF Pavilion
