



# STANSFIELD PARISH COUNCIL

Sent on behalf of Cllrs. P. Barnes,  
R. Barnes, M. Slater & K. Spillet.

Dear Councillors,

You are duly summoned to the Annual General Meeting of the Parish Council at 7.00pm on **Wednesday 17<sup>th</sup> May** in the Village Hall where the undermentioned business will be conducted.

Yours sincerely,

*David Line*

(In the absence of an appointed Proper Officer).

12<sup>th</sup> May 2023

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**Members of the Public are welcome to attend the meeting and use the opportunity to speak in the Public Forum.**

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## AGENDA

### 1. Election of the Chair of the new Parish Council

The outgoing Chair will call for nominations to the post of Chair of the Parish Council but will not participate in the voting unless the votes are tied. In that situation only, the outgoing Chair has a casting vote. Once the process is completed, the outgoing Chair retires as a councillor.  
(Local Government Act 1972 s15 – 2 & 4).

### 2. Declaration of acceptance of office by the new Chair *(unless the Council chooses to defer this item)*.

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

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

To **CONSIDER** applications for co-option as councillors to the new Parish Council.

### 4. Declaration of acceptance of office by the new 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. Minutes of the last meeting

To **APPROVE** the Minutes of the meeting of the Council held on **20<sup>th</sup> March 2023** (previously circulated) as a true and accurate record.

### 7. Appointment of a Locum Clerk & Responsible Financial Officer.

To consider the appointment of a temporary Proper Officer pending the advertisement for and recruitment of a permanent officer - **LGA 1972 s112 (1) & (2) Appointment of Staff.**

*Proposed at 5 – 7 hours a week for a maximum period of 13 weeks at a rate of £20 an hour, plus travel expenses at 40p a mile. Subject to one week's notice of contract termination on either side.*

### 8. 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 15 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.

### 9. End of Year Financial Reports

To **RECEIVE** the Annual Financial Reports, including the Bank Reconciliation of 31<sup>st</sup> March 2023.

### 10. Annual Governance and Accountability Return (AGAR)

a) To **CONSIDER** and **APPROVE** the Internal Audit Report for 2022/2023.

b) To **CONSIDER** and **APPROVE** the Annual Governance Statement for 2022/2023.

c) To **CONSIDER** and **APPROVE** the Accounting Statement for 2022/2023.



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## AGENDA (continued)

### 11. Recruitment of a permanent Parish Clerk and Responsible Financial Officer to the Council

To **DISCUSS** and **AGREE** the terms and conditions relating to the advertisement for and recruitment of the Proper Officer to the Council.

### 12. 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

### 13. Community Matters

To **DISCUSS** community, environmental and any other issues within the Parish, along with any footpath and highways matters – **Emergency Planning update/ Noticeboards repairs.**

To **NOMINATE** a member of the Parish Council to lead Working Groups for the purposes of managing the **Defibrillator** and related matters (**VETS leaflets/ First Aid Training**) and to create the Terms of Reference for and the development of a **Community Engagement Group.**

### 14. 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 **CONFIRM** the meeting dates for the coming year (or part thereof). **Proposed: 17<sup>th</sup> July, 18<sup>th</sup> September and 20<sup>th</sup> November.**
- d. To **APPOINT** representatives to outside bodies
- e. To **DISCUSS** the new website and dedicated Council email addresses for all members and staff
- f. To **REVIEW** and **APPROVE** the Parish Council's Standing Orders (recommended for approval now and a more detailed review later in the civic calendar)

### 15. RFO Report

- a. To **RECEIVE** and **APPROVE** a list of payments, the Bank Reconciliation, and a Statement of Accounts (to follow).
- b. To **APPROVE** any virements across Cost Codes and from Reserves to regularise the budget
- c. To **CONFIRM** the appointment of the Responsible Financial Officer of the Parish Council (1972 LGA s151)
- d. To **REVIEW** and **APPROVE** the Parish Council's Financial Regulations (recommended for approval now and a more detailed review later in the civic calendar)
- e. To **CONFIRM** the extant Insurance Policy with Royal and Sun Alliance PLC, due for review and renewal in September 2023.
- 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

### 16. Correspondence

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

### 17. Agenda Items for the next meeting - Good Neighbour Scheme grant

18. To **CONFIRM** the date of the next meeting as **Monday 17<sup>th</sup> July 2023** at 7.00 pm in the Village Hall.