



ANNUAL GENERAL MEETING

Dear Councillors,

You are duly summoned to the **Annual General Meeting of the Parish Council** at 7.00pm on

Wednesday 14th May 2025 in the Village Hall where the undermentioned business will be conducted.

Yours sincerely,

Clerk and RFO

May 5th 2025

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

AGENDA

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

The Chair will then review the Council's activities during the Civic Year 2024 - 2025.

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

3. 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 Nonpecuniary Interest when considering any of the matters covered by this Agenda, they must declare it.

4. Minutes of the last meeting

To **APPROVE** the Minutes of the Meeting of the Council held on **12th March 2025** (previously circulated) as a true and accurate record. (matters outstanding to be raised in the Clerk's Report).

5. 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.

6. County, District and Parish Councillors' Reports

- a) To **RECEIVE** an oral or written report from **Cllr. Bobby Bennett** (Suffolk County Council) and to give her the opportunity to respond to any matters raised in the Public Forum.
- b) To **RECEIVE** an oral or written report from **Cllr. Sarah Pugh** (West Suffolk District Council) and to give her the opportunity to respond to any matters raised in the Public Forum.
- c) To **RECEIVE** reports from Parish Councillors attending outside body meetings on behalf of the Parish Council.

7. End of Year Financial Reports

To **RECEIVE** the financial Reports, including the Bank Reconciliation on 31st March 2025.



8. Annual Governance and Accountability Return (AGAR)

- a) To **CONSIDER** and **APPROVE** the **Annual Governance Statement** for 2024/2025.
- b) To **CONSIDER** and **APPROVE** the **Accounting Statements** for 2024/2025
- c) To **CONFIRM** and **SIGN** the **Certificate of Exemption** from external audit – AGAR 2024/2025.
- d) To **NOTE** that the Internal Audit Review will be performed during the week commencing May 28th 2025.

9. Planning and Development

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

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

Application No: DC/25/0690/LB

10. Community Matters

- a) To **DISCUSS** Footpath and Highways matters (particularly the reporting and recording process).
- b) To **RECEIVE** reports about the following: Spring Village Litter Pick and Coffee Morning.
- c) To **DISCUSS** planning for the fun day on July 20th 2025.
- d) To **DISCUSS** defibrillator management.
- e) To **DISCUSS** Community Engagement
- f) To **DISCUSS** The Old Chapel Graveyard Maintenance
- g) To **DISCUSS** the Village Hall Grant
- h) To **DISCUSS** Speeding.

11. 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

12. RFO Report

- a) To **RECEIVE** and **APPROVE** a list of payments, the Bank Reconciliation, and a Statement of Accounts.
- b) To **APPROVE** any virements across Cost Codes and from Reserves to regularise the budget
- c) To **CONFIRM** Anne Lines as the Proper Officer and Responsible Financial Officer (1972 LGA s151) of the Parish Council
- d) To **REVIEW** and **APPROVE** the Parish Council's updated Financial Regulations.
- e) To **CONFIRM** the existing Insurance Policy with Royal and Sun Alliance PLC, due for review and renewal in September 2025.
- 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.
- j) To **DISCUSS** the requirement for .gov email addresses.

13 Correspondence

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

14. Agenda items for future meetings.