



ANNUAL GENERAL MEETING

Dear Councillors,

You are duly summoned to the **Annual General Meeting of the Parish Council** at 7.00pm on Wednesday 8th May 2024 in the Village Hall where the undermentioned business will be conducted.

Yours sincerely,

Clerk and RFO

May 1st 2024

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).**
2. **Election of the Chair of the Parish Council for the coming year and Declaration of Acceptance of Office**
The Chair will then review the Council's activities during the Civic Year 2023 – 2024.
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 Non-Pecuniary 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 **13th March 2024** (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 2024.
8. **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 **CONFIRM** and **SIGN** the **Certificate of Exemption** from external audit – AGAR 2023/24
 - d) To **NOTE** that the Internal Audit Review is scheduled for the week commencing June 24th 2024.



AGENDA (continued)

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

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.
 - Task & Finish Group, Old Chapel Graveyard. Report from Suffolk Wildlife Trust, gate repairs and hazard signs.
 - Task & Finish Group, PC/Village Website
 - Task & Finish Group, Community Engagement Policy.

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
- c) To **REVIEW** and **APPROVE** the Parish Council's updated Standing Orders.

12. 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** 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 extant Insurance Policy with Royal and Sun Alliance PLC, 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 and to **OPEN** a Savings Account with Unity Trust Bank (with a minimum of three signatories)
- 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.

13 Correspondence

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

14. Agenda items for future meetings.

Internal Audit Report 2024 (to be distributed and released upon publication)

The date of the next scheduled meeting is
Wednesday 11th September 2024
at 7.00 pm in the Village Hall.