

PARHAM PARISH COUNCIL

Councillors are summoned to attend the Annual Meeting of Parham Parish Council which will be held at Parham Village Hall after the Annual Parish Meeting on Tuesday 17th May 2022 (approx. 7.30pm)

Agenda

1. To appoint Chair and signing of Chair's Declaration of Office
2. To appoint Vice Chair and signing of Declaration of Office
3. To receive apologies for absence
4. Declarations of interests & applications for dispensations
5. Minutes of meeting on 8th March 2022 to be approved as a true record of the meeting
6. Matters arising
7. Appointment of Officers and Council Representatives

Responsible Financial Officer
Examining Councillor
Finance Sub Group
Risk Assessment/Compliance Sub Group
Village Hall Parish Council Representative
SALC Representative

Parish Tree Scheme
Footpath Officer
Village Recorder
Wildlife Group
Webmaster

PUBLIC FORUM

Members of the public are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for further consideration at the discretion of the Chairman.

Including Ward and County Councillors' Reports

8. Chair's report
9. Clerk's report
10. Responsible Financial Officer's report
 - a) To consider making the following payments:

Reference	Amount	Payee	Details
P01 22-23	£130.00	Trevor Brown	Internal Audit
P02 22-23	£145.01	SALC	Annual Subscription
P03 22-23	£500.00	Parham Village Hall	Annual Donation
P04 22-23	£68.28	J. Cottrell	Wine for Jubilee
P05 22-23	£66.00	L. Kirk	Bunting for Jubilee
P06 22-23	£40.00	G. Whiting	Grass cut on 6 th April

- b) To note payments and receipts since the last meeting
- c) To note current & deposit account balances and reserved funds summary
- d) To note bank reconciliation and reserved funds at 31st March 2022.
- e) Discuss progress on MB becoming a Barclays mandate

11. To review Internal Auditors' Report on 2021-2022 annual paperwork and note recommendations
12. Procedural
 - a) To consider acceptance of the Accounts for the year ending 31st March 2022

- b) To complete of **Section One** (Annual Governance Statement), followed by **Section Two** (Accounting Statements) of the **Local Councils' Annual Return** for year ending 31st March 2022
- c) To agree **to opt out of External Audit** as an exempt council & **complete Certificate of Exemption**.
- d) To note Statement of Significant Variances
- e) To note clerk's rate of pay from 1st April 2022 as per NALC's recommendations. Also to agree new government Home Working Allowance from 1st April 2022.
- f) Councillors to re-confirm agreement to be summoned to meetings by electronic means.

13. To review

- a) Standing Orders
- b) Assets Register
- c) Financial Regulations
- d) Statement of Internal Control & its effectiveness
- e) Risk Assessment Physical Assets
- f) Financial Risk Assessment
- g) Data protection policy
- h) Insurance policy

14. To adopt Local Government Associations' Model Code of Conduct

15. To appoint an internal auditor for the year ending 31st March 2023

16. Platinum Jubilee Event

To continue preparations for 'Parham Parish Party'

- i) Food
- ii) Drink
- iii) Gazebos
- iv) Entertainment
- v) Help on the evening
- vi) Tree unveiling
- vii) Bench and plaque
- viii) Torchbearer Relay
- ix) Other

17. To discuss recent emailed correspondence regarding the solar farm application

18. To discuss recent correspondence regarding the verge repairs next to The Church Farm

19. To consider correspondence received since date of last meeting and determine any actions

20. Councillor Reports & Updates

21. Matters to be raised at the next meeting

22. Confirm date of next meeting

Lydia Kirk

Clerk to Parham Parish Council