

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 23rd May 2023 (approx. 7.30pm)

AGENDA

1. To appoint Chair and signing of Chair's Declaration of Acceptance of Office
2. To appoint Vice Chair and signing of Declaration of Acceptance of Office
3. Other Councillors to each sign a Declaration of Acceptance of Office
4. To receive apologies for absence
5. Declarations of interests & applications for dispensations
6. Minutes of meeting on 7th March 2023 to be approved as a true record of the meeting
7. Matters arising
8. Appointment of Officers and Council Representatives

Responsible Financial Officer
Examining Councillor
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

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

Reference	Amount	Payee	Details
P01 23-24	£160.00	Trevor Brown	Internal Audit
P02 23-24	£158.78	SALC	Annual Subscription
P03 23-24	£500.00	Parham Village Hall	Annual Donation
P04 23-24	£40.00	G. Whiting	Grass cut on 12/04/23

- b) To note receipts since the last meeting

01/04/23 £6,300 ESC Precept
12/04/23 £440.39 CIL funds

- c) To note current & deposit account balances

- d) To note bank reconciliation and reserved funds at 31st March 2023.

10. To review Internal Auditors' Report on 2022-2023 annual paperwork and note recommendations

11. Procedural

- a) To consider acceptance of the **Accounts** for the year ending 31st March 2023
- 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 2023
- 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 re-adopt Suffolk Code of Conduct
- f) To discuss clerk's rate of pay from 1st April 2023 following another year's service.
- g) Councillors to re-confirm agreement to be summoned to meetings by electronic means.
- h) Councillors to complete election nil expenses forms

12. 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) Data Publication Scheme
- h) Insurance Policy

13. To appoint an internal auditor for the year ending 31st March 2024

14. To discuss solar farm community funding

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

16. Councillor Reports & Updates

17. Matters to be raised at the next meeting

18. Confirm date of next meeting

Lydia Kirk

Clerk to Parham Parish Council