

# PARHAM PARISH COUNCIL

**Councillors are summoned to attend the Annual General Meeting of Parham Parish Council which will be held on Tuesday 28th May 2024 after the Annual Parish Meeting (approx. 7.30pm) at Parham Village Hall**

## 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. Possible Co-Option of a Councillor**
- 4. To receive apologies for absence**
- 5. Declarations of interests & applications for dispensations**
- 6. Minutes of meeting on 20<sup>th</sup> March 2024 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 Officer

Footpath Officer  
Village Recorder  
Wildlife Group  
Webmaster  
Community Partnerships Representative

## 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 24-25	£	Trevor Brown	Internal Audit
P02 24-25	£142.08	SALC	Annual Subscription minus credit
P03 24-25	£500.00	Parham Village Hall	Annual Donation
P04 24-25	£80	G. Whiting	2 x Grass cuts – 17 <sup>th</sup> April & 13 <sup>th</sup> May
P05 24-24	£36.50	L. Kirk	Share of Microsoft Office and McAfee subscriptions 2024-2025

#### b) To note receipts since the last meeting

01/03/24 £4.76 SLCC refund re overpayment  
04/03/24 £82.71 Barclays interest  
30/04/24 £7,000 ESC Precept

#### c) To note current & deposit account balances as at 31<sup>st</sup> March 2024

- d) To note bank reconciliation and reserved funds at 31<sup>st</sup> March 2024
  - e) To receive an update on CCLA deposit fund account application
10. To review Internal Auditors' Report on 2023-2024 annual paperwork and note recommendations
11. **Procedural**
- a) To consider acceptance of the **Accounts** for the year ending 31<sup>st</sup> March 2024
  - b) To complete of **Section One** (Annual Governance Statement), followed by **Section Two** (Accounting Statements) of the **Local Councils' Annual Return** for year ending 31<sup>st</sup> March 2024
  - c) To agree to **opt out of External Audit** as an exempt council & **complete Certificate of Exemption.**
  - d) To note the Statement of Significant Variances
  - e) To discuss clerk's rate of pay from 1<sup>st</sup> April 2024 following another year's service.
12. **To review**
- a) Standing Orders
  - b) Assets Register
  - c) Financial Regulations – to consider adopting NALC's latest version
  - d) Statement of Internal Control & its effectiveness
  - e) Risk Assessment Physical Assets
  - f) Financial Risk Assessment
  - g) Data protection policy
  - h) Data Publication Scheme
  - i) Insurance Policy & assets insured
  - j) Website Accessibility Policy
13. To appoint an internal auditor for the year ending 31<sup>st</sup> March 2025
14. To re-adopt the Suffolk Local Code of Conduct or consider adopting the Local Government Association's Code of Conduct
15. To approve the Community Infrastructure Levy report for 2023-2024
16. To consider increase in lorry movements in the village following conversion of the former compost factory near Silverlace Green
17. Discuss any updates on flood prevention measures in the village
18. To consider correspondence received since date of last meeting and determine any actions
- HMRC Employment Allowance letter
  - Rural Payments Agency Countryside Stewardship- claim form
  - Rural Payments Agency Countryside Stewardship- Confirmation of receipt of claim form
  - Sizewell C community newsletter
19. **Councillor Reports & Updates**
20. **Matters to be raised at the next meeting**
21. **Confirm date of next meeting**

*Lydia Kindred*

*Clerk to Parham Parish Council*