

PARHAM PARISH COUNCIL

**Councillors are summoned to attend the
Annual General Meeting of Parham Parish Council which will be held
on Tuesday 6th May 2025 after the Annual Parish Meeting (approx.
7.45pm) 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. To consider any apologies for absence**
- 4. Declarations of interests & consider any applications for dispensations**
- 5. Consider approving the Minutes of meeting of 4th March 2025 as a true record**
- 6. Consider any matters arising**
- 7. Appointment of Officers and Council Representatives**

Responsible Financial Officer
Examining Councillor
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 District and County Councillors' Reports

8. Responsible Financial Officer's report

a) To consider making the following payments:

Reference	Amount	Payee	Details
P01 25-26	£TBC	Trevor Brown	Internal Audit
P02 25-26	£181.43	SALC	Annual Subscription
P03 25-26	£500.00	Parham Village Hall	Annual Donation
P04 25-26	£22.80	SALC	6 months payroll provision
P05 25-26	£28.33	L. Kindred	Share of Microsoft subscription 2025-2026

b) To note payments and receipts since the last meeting

c) To note CCLA, current & deposit account balances as at 31st March 2025

d) Examining Councillor to sign and date bank reconciliation and bank statements

e) To note reserved funds at 31st March 2025

e) Review bank mandates for Barclays accounts and CCLA account

f) Review the Council's direct debit and standing orders

g) To note clerk's rate of pay from 1st April 2025

9. To consider switching to a gov.uk domain for the village website as required by paragraph 1.26 of the 2025 Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide
10. To review Internal Auditors' Report on 2024-2025 annual paperwork and note any recommendations
11. **Procedural**
 - a) To consider the Council's Statement of Internal Control & its effectiveness
 - b) To consider acceptance of the **Accounts** for the year ending 31st March 2025
 - c) 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 2025
 - d) To agree **to opt out of External Audit** as an exempt council & **complete the Certificate of Exemption.**
 - e) To note the Statement of Significant Variances
12. **To review**
 - a) Standing Orders- *consider NALC revisions to Orders 14 a,b, c (Code of Conduct) and 18 a, c, d,f (Procurement and Financial Regulations)*
 - b) Assets Register
 - c) Financial Regulations – *consider NALC revisions to items 5.4, 5.7 & 5.11*
 - d) Risk Assessment Physical Assets
 - e) Financial Risk Assessment – *to include reference to CCLA deposit fund*
 - f) Data Protection Policy
 - g) Data Publication Scheme
 - h) Insurance Policy & consider level of cover is suitable for our assets
 - i) Website Accessibility Policy
13. **To appoint an internal auditor for the year ending 31st March 2026**
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 2024-2025**
16. **To consider adopting the draft Risk Management Policy as per Financial Regulations**
17. **To receive an update from the Flood Mitigation Working Group and discuss any next measures**
18. **Discuss and plan the community river action day**
19. **To consider correspondence received since date of last meeting and determine any actions:**

Rural Payments Agency Countryside Stewardship- claim form
East Suffolk Council Community Governance Review letter
SCC Devolution information session at Brandeston 2nd June
SALC 75th Birthday event 1st July
20. **Councillor reports & updates**
21. **Matters to be raised at the next meeting**
22. **Confirm date of next meeting**

Lydia Kindred

Clerk to Parham Parish Council