

# SAXTEAD PARISH COUNCIL

**Councillors are summoned to attend  
the Annual Meeting of Saxtead Parish Council  
which will be held at the Training Room, Foxearth Lodge on  
Thursday 9<sup>th</sup> May 2019 after the Annual Parish Meeting**

*Parishioners are invited to attend the Meeting*

Please note that audio and visual recordings are allowed at this meeting. If any member of the public does not wish to be filmed please advise the clerk or Chairman before the meeting commences.

## AGENDA

1. To appoint Chairman and signing of Chairman's Declaration of Office
2. To appoint Vice Chairman and signing of Declaration of Office
3. All councillors to sign Declaration of Office following uncontested election
4. To receive apologies for absence
5. Declarations of interests & applications for dispensations
6. Minutes of meeting on 14<sup>th</sup> March 2019 to be approved as a true record of the meeting
7. Matters arising

## 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 report by Police & District and County Councillors' Reports, if applicable*

8. Chairman's report
9. Clerk's report
10. Appointment of Officers and Council Representatives

Responsible Financial Officer  
Examining Councillor  
Footpath Officer  
Neighbourhood Watch Coordinator  
Webmaster

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

Reference Number	Amount	Payee	Details
P1 19-20	£35.10	L. Kirk	Mileage
P2 19-20	£179.10	SALC	Annual Subscription
P3 19-20	£100	Trevor Brown	Internal Audit Fee

*Invoices with full details of items above will be on display at the meeting.*

- b) To note payments received since the date of the last meeting
  - c) To review bank balances
  - d) To review bank statements and bank reconciliation
  - e) To review quarterly report on spending
  - f) To consider adding an additional cheque signatory, following Councillor Davis' resignation.
12. **Procedural**
    - a) To accept the Accounts for the year ending 31<sup>st</sup> March 2019
    - b) To complete Section One (Annual Governance Statement) and Section Two (Accounting Statements) of the Local Councils' Annual Return for year ending 31<sup>st</sup> March 2019
    - c) To note Statement of Significant Variances

- d) To agree to opt out of External Audit as an exempt council & complete Certificate of Exemption.
- 13. Review Internal Auditors' Report on 2018-2019 annual paperwork**
- 14. Review**
- a) Standing Orders
  - b) Assets Register
  - c) Financial Regulations
  - d) Statement of Internal Control & its effectiveness
  - e) Risk Assessment
- 15. Re-adopt 2012 Suffolk Model Code of Conduct**
- 16. Adopt Financial Risk Assessment**
- 17. Appoint an internal auditor for the year ending 31<sup>st</sup> March 2020.**
- 18. PLANNING**
- To discuss prior notification application for change of use of outbuilding at Wood Hall Farm, The Green, Saxtead DC/19/1598/PN3
- 19. Discuss progress with proposed footpath extension**
- 20. Discuss village entrance signs, speed limits and site visit with the Highways Department and Cllr Burroughes.**
- 21. Discuss road repairs on A1120 opposite Church Farm**
- 22. Discuss the installation of the defibrillator and community training**
- 23. Discuss the hedging at the former toilet site**
- 24. Discuss correspondence received**
- 25. Receive Councillors' reports**
- 26. Items to be raised at the next meeting**
- 27. Date of next meeting**

*L. Kirk*

Clerk to Saxtead Parish Council

## Correspondence Received to 27<sup>th</sup> April 2019

### Date

March 2019	Letter from Seafarers UK regarding Flying the Red Ensign for Merchant Navy Day
Spring 2019	Posters and flyers from Better Broadband for Suffolk
19.03.2019	Letter from SCDC enclosing 2 copies of 'Memories of Suffolk Coastal District Council' booklet
26.03.2019	Letters to each nominated candidate for Saxtead Parish Council from the Returning Officer re Validity of Nomination
25.04.2019	East Suffolk Council- Prior Notification Application for change of use of outbuilding at Wood Hall Farm, The Green, Saxtead DC/19/1598/PN3