

SAXTEAD PARISH COUNCIL

**Councillors are summoned to attend
the Annual Meeting of Saxtead Parish Council
which will be held in the Meeting Room of Dennington Village Hall on
Thursday 12th May 2022
after the Annual Parish Meeting (approx. 7.20-7.30pm)**

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 & possible co-option of new Councillor
4. Declarations of interests & applications for dispensations
5. Minutes of meeting on 17th March 2022 to be approved as a true record of the meeting
6. 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

7. **Chairman's report**
8. **Clerk's report**
9. **Appointment of Officers and Council Representatives:**

Responsible Financial Officer
Examining Councillor
Footpath Officer
Neighbourhood Watch Coordinator
SALC Representative

10. **Responsible Financial Officer's report**

a) To consider making the following payments

Reference Number	Amount	Payee	Details
P4 22-23	£130.00	Trevor Brown	Internal Audit Fee
P3 22-23	£390.00	Sarah Rimmer	Purchase of 108 mugs for Platinum Jubilee

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

b) To note payments and receipts since the last meeting

Reference Number	Amount	Payee	Details
P2 22-23	£54.00	Parish Online	Digital mapping subscription
P1 22-23	£193.24	SALC	Annual subscription
P3 22-23	£36.80	Fram Technology Centre	460 sides A4 printing

- c) To review bank balances & reserved funds
- d) To review bank statements and bank reconciliation as at 31.03.2022

11. **Procedural**

- a) To accept the Accounts for the year ending 31st March 2022
- b) To complete Section One (Annual Governance Statement) and Section Two (Accounting Statements) of the Local Councils' Annual Return for year ending 31st March 2022

- c) To note Statement of Significant Variances
 - d) To agree to opt out of External Audit as an exempt council & complete the Certificate of Exemption
 - e) To note clerk's rate of pay as per NALC's recommendations. Also to agree new Home Working Allowance from 1st April 2022 in line with government recommendations.
 - f) Councillors to re-confirm agreement to be summoned to meetings by electronic means.
- 12. Review Internal Auditors' Report on 2021-2022 annual paperwork & note any recommendations**
- 13. Review**
- a) Standing Orders
 - b) Assets Register
 - c) Financial Regulations
 - d) Statement of Internal Control & its effectiveness
 - e) Risk Assessment
 - f) Financial Risk Assessment
 - g) Insurance policy
- 14. To adopt Local Government Associations' Model Code of Conduct**
- 15. Appoint an internal auditor for the year ending 31st March 2023**
- 16. Discuss advertising boards on the village green**
- 17. Discuss Platinum Jubilee celebrations including risk assessment and additional funding for mugs.**
- 18. Discuss results of survey of residents and any further actions**
- 19. Discuss change of day for future meetings**
- 20. Discuss speed reduction and footpath extension**
- 21. Discuss Neighbourhood Watch scheme in the village**
- 22. Planning**
- Discuss application *DC/22/1636/TCA Pightle, The Green, Saxtead*
- T1 Ash in front garden - crown reduce by 50%
- T2 Hawthorn hedge in front garden - remove overhanging branches.
- T3 4 conifers in front garden - fell.
- 23. Discuss correspondence received & decide necessary actions**
- 24. Receive Councillors' reports and updates**
- 25. Items to be raised at the next meeting**
- 26. Date of next meeting**

L. Kirk

Clerk to Saxtead Parish Council