

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 18th May 2023 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. Councillors to sign Acceptance of Office forms
4. To receive apologies for absence
5. Declarations of interests & applications for dispensations
6. Minutes of meetings on 8th March and 27th April 2023 to be approved as true records

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 reports from Ward and County Councillors, 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 note payments made since the last meeting

Reference Number	Amount	Payee	Details
P1 23-24	£123.68	Evelyn Sullivan	Items for coronation celebrations
P2 23-24	£203.47	SALC	Annual subscription
P3 23-24	£120.00	Paragon Parts Ltd	Printing of newsletter
P4 23-24	£160.00	Trevor Brown	Internal audit
P5 23-24	£90.00	Mr & Mrs Barlow-Shepherd	20 bottles of wine
P6 23-24	£30.00	Dennington Village Hall	Hall hire May meetings

- b) To note receipts since the last meeting
- c) To review bank balances & reserved funds
- d) To review bank statements and bank reconciliation as at 31.03.2023

11. **Procedural**

- a) Review Internal Auditors' Report on 2022-2023 annual paperwork & note any recommendations
- b) To accept the accounts for the year ending 31st March 2023
- c) To complete Section One (Annual Governance Statement) and Section Two (Accounting Statements) of the Local Councils' Annual Return for year ending 31st March 2023
- d) To note the Statement of Significant Variances
- e) To agree to opt out of External Audit as an exempt council & complete the Certificate of Exemption
- f) Councillors to re-confirm agreement to be summoned to meetings by electronic means.

12. **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
 - h) Data Protection Policy
 - i) Data Publication Policy
- 14. Re-adopt Local Government Association's Model Code of Conduct**
 - 15. Appoint an internal auditor for the year ending 31st March 2024**
 - 16. Receive a report on the Coronation weekend**
 - 17. Consider ways to acknowledge George Cullingford's decades of service to Saxtead and Saxtead Parish Council**
 - 18. Discuss the venue for Parish Council meetings**
 - 19. Discuss suggestion of the Parish Council having an information stand at the village fete**
 - 20. Discuss correspondence received & decide necessary actions**
 - Rural Coffee Caravan 20th Anniversary letter
 - Elancity Speed Indicator Device promotion
 - 21. Receive Councillors' reports and updates**
 - 22. Items to be raised at the next meeting**
 - 23. To confirm the date of the next meeting**

L. Kirk

Clerk to Saxtead Parish Council