

# SAXTEAD PARISH COUNCIL

**Councillors are summoned to attend  
the Annual General Meeting of Saxtead Parish Council  
which will be held in the restaurant of the Old Mill House Public House  
9<sup>th</sup> May 2024 after the Annual Parish Meeting (approx. 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. Possible co-option of Councillor(s)
4. To receive apologies for absence
5. Declarations of interests & applications for dispensations
6. Minutes of meeting on 8<sup>th</sup> March 2024 to be approved as a true record

## 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 approve the following payments:

Amount	Payee	Details
£199.80	SALC	Membership subscription 2024-2025
£36.50	L. Kirk	Share of McAfee and Microsoft 365 subscriptions
TBC	T. Brown	Fee for completing internal audit

- b) To note payments & receipts since the last meeting
  - c) To review bank balances & reserved funds
  - d) To review bank statements and bank reconciliation as at 31.03.2024
11. **Procedural**
    - a) Review Internal Auditors' Report on 2023-2024 annual paperwork & note any recommendations
    - b) To accept the accounts for the year ending 31<sup>st</sup> March 2024
    - c) 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 2024
    - 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
  12. **Review:**
    - a) Standing Orders
    - b) Assets Register
    - c) Financial Regulations

- d) Statement of Internal Control & consider its effectiveness
  - e) Risk Assessment
  - f) Financial Risk Assessment
  - g) Insurance Policy
  - h) Data Protection Policy
  - i) Data Publication Policy
- 13. Re-adopt the Local Government Association's Model Code of Conduct**
  - 14. Appoint an internal auditor for the year ending 31<sup>st</sup> March 2025**
  - 15. Discuss 2024 Action Plan and fundraising events including the Classic Car Show on 25<sup>th</sup> May**
  - 16. Receive a report on works at Little Green**
  - 17. Receive a report on village litter pick in March**
  - 18. Discuss the Good Neighbour Scheme**
  - 19. Discuss helping to provide transport to allow residents to attend more local events, such as the Rural Coffee Caravan**
  - 20. Discuss correspondence received & decide necessary actions**
  - 21. Receive Councillors' reports and updates**
    - Rural Coffee Caravan visits
    - Book group
    - Other
  - 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