

# HACHESTON PARISH COUNCIL

**Councillors are summoned to attend the Annual Meeting of Parham Parish Council which will be held at Hacheston Village Hall at 7pm on Friday 12<sup>th</sup> May 2023**

## AGENDA

1. To appoint a Chair and signing of Chair's Declaration of Acceptance of Office
2. To appoint a Vice Chair and signing of Declaration of Acceptance of Office
3. Other Councillors to sign a Declaration of Acceptance of Office
4. To receive apologies for absence
5. Declarations of interests & applications for dispensations
6. Minutes of meeting on 22<sup>nd</sup> March 2023 to be approved as a true record of the meeting
7. Matters arising
8. Appointment of Officers and Council Representatives

Responsible Financial Officer & Webmaster  
Examining Councillor  
Village Hall Parish Council Representative  
Footpath Officer  
Village Recorder  
SALC 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 Ward and County Councillors' Reports*

9. Report from the retiring Chair
10. Clerk's report
11. Responsible Financial Officer's report
  - a) To consider making the following payments:

Reference	Amount	Payee	Details
P01 23-24	£275.00	Trevor Brown	Internal Audit
P02 23-24	£208.14	SALC	Annual Subscription
P03 23-24	£6.80	L. Kirk	10 x 2 <sup>nd</sup> class stamps
P04 23-24	£160.49	J. Coleman	Items for Coronation event
P05 23-24	£10.49	L. Kirk	Refreshments for Annual Parish Meeting
P06 23-24	£70.00	G. Whiting	Grass cut on 6 <sup>th</sup> April

- b) To note payments and receipts since the last meeting

18/04/2023      £6,235.81 ESC      CIL Funds  
28/04/23      £8,037.73 ESC      Precept

- c) To note current & deposit account balances

- d) To note bank reconciliation and reserved funds at 31<sup>st</sup> March 2023

- e) To note progress regarding online banking

12. To review Internal Auditors' Report on 2022-2023 annual paperwork and note recommendations
13. Procedural
  - a) To consider acceptance of the **Accounts** for the year ending 31<sup>st</sup> March 2023

- b) To complete of **Section One** (Annual Governance Statement), followed by **Section Two** (Accounting Statements) of **Form 3 of the Local Councils' Annual Return** for year ending 31<sup>st</sup> March 2023
  - c) To note the requirement for an External Audit
  - d) To note the Statement of Significant Variances
  - e) To note clerk's rate of pay from 1<sup>st</sup> April 2023
  - f) Councillors to confirm agreement to being summoned to meetings by electronic means
  - g) Councillors to complete election expense forms
- 14. To review**
- a) Standing Orders
  - b) Assets Register
  - c) Financial Regulations
  - d) Statement of Internal Control & its effectiveness
  - e) Risk Assessment Physical Assets
  - f) Financial Risk Assessment
  - g) Data Protection Policy
  - h) Data Publication Scheme
  - h) Insurance Policy & ensure this is fit for the Council's needs
- 15. To re-adopt the Suffolk Code of Conduct**
- 16. To appoint an internal auditor for the year ending 31<sup>st</sup> March 2024**
- 17. To approve the Community Infrastructure Levy (CIL) Report for period ending 31<sup>st</sup> March 2023**
- 18. To discuss the recent village Coronation event**
- 19. To consider correspondence received since date of last meeting and determine any actions**
- 20. Councillor reports & updates**
- 21. Matters to be raised at the next meeting**
- 22. Confirm date of next meeting**

*Lydia Kirk*

*Clerk to Hacheston Parish Council*