

HACHESTON PARISH COUNCIL

Councillors are summoned to attend the Annual Meeting of Hacheston Parish Council which will be held in the meeting room of Hacheston Village Hall after the Annual Parish Meeting, at approximately 7.45pm on Friday 22nd May 2024

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 22nd March 2024 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
Hacheston United Charities Representative
Village Recorder
SALC representative
Sizewell Transport Forum Representative
Community Partnerships 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. Clerk's report
10. Responsible Financial Officer's report
 - a) To consider making the following payments:

Amount	Payee	Details
£TBC	Trevor Brown	Internal Audit
£160.00	G. Whiting	2 x Grass cuts

- b) To note payments and receipts since the last meeting
 - 18/04/2023 £6,235.81 ESC CIL Funds
 - 30/04/2024 £8,995 ESC Precept
- c) To note current & deposit account balances
- d) To note bank reconciliation and reserved funds at 31st March 2024
- e) To note progress regarding the CCLA deposit fund account.

11. To review Internal Auditors' Report on 2023-2024 annual paperwork and note recommendations

12. Procedural

- a) To consider acceptance of the **Accounts** for the year ending 31st March 2024
- 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 31st March 2024
- c) To complete the Certificate of Exemption regarding a Limited Assurance Review
- d) To note the Statement of Significant Variances

- e) To note clerk's rate of pay from 1st April 2024
- 13. 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
 - i) Insurance Policy & ensure this is fit for the Council's needs
 - j) Website accessibility policy
- 14. To re-adopt the Suffolk Code of Conduct or consider adopting the Local Government Association's Code of Conduct.**
- 15. To appoint an internal auditor for the year ending 31st March 2025**
- 16. To approve the Community Infrastructure Levy (CIL) Report for period ending 31st March 2024**
- 17. To consider correspondence received since date of last meeting and determine any actions**
- 18. Councillor reports & updates**
- 19. Matters to be raised at the next meeting**
- 20. Confirm date of next meeting**

Lydia Kindred

Clerk to Hacheston Parish Council