

Notice of Meeting: Annual Meeting of the Parish Council

Date: 15th May 2024 **Time:** 7.30pm

Venue: The Village Hall, The Wyches, Little Thetford CB6 3HG



To All Members of the Parish Council. You are hereby summoned to attend the Annual Meeting of the Parish Council for the purpose of transacting the business as set out below. Any member not able to attend should send their apologies in before the meeting. The meeting is open to members of the public (including the press) but is not a public meeting.

Mrs Amy Jacklin – Clerk/Proper Officer, 9th May 2024

Mrs Amy Jacklin

AGENDA

23/56 Election of Chairman

To elect the chairman for 2024/25. The elected Chairman will then execute the Declaration of Acceptance of Office.

23/57 Election of Vice Chairman

To elect a vice chairman for 2024/25. The elected Vice Chairman will then execute the Declaration of Acceptance of Office.

23/58 To receive and accept apologies for absence.

23/59 Councillor's Declarations of Interest

1. To receive declarations of Interest from Councillors on the items on the agenda.
2. For declarations of interest received, Councillors to inform the chairman if they wish to speak on the matter during public participation and/or at the agenda item prior to discussion.
3. To receive written requests for dispensations for disclosable pecuniary interests (if any).
4. To grant any requests for dispensation as appropriate.

23/60 Public and Press Participation Session (10 minutes)

1. Open Forum to provide the opportunity for members of the public to raise questions for future agendas or on items that are on the current agenda.
2. To allow any members of the public and Councillors declaring an interest to address the meeting in relation to the business to be transacted at that meeting.
3. At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the chairman. Limited to 3 minutes per person, 10 minutes in total.

23/61 Approval of Minutes

1. To approve minutes for signature from Wednesday 17th April 2024
2. Matters arising from the minutes (For information only)
3. Clerks Report

23/62 Finance Matters

1. To receive an update on the financial situation of the Council from the Clerk.
2. To approve invoices for payment as per schedule at the end of agenda.
3. To review Little Thetford's cemetery fees.
4. To clerk to share findings from the completed internal audit.

5. To review and approve Section 1 'Annual Governance Statement 2021/22' of the Annual Governance and Accountability Return.
6. To review and approve Section 2 'Annual Governance Statement 2021/22' of the Annual Governance and Accountability Return.

23/63 Review and Adoption of Statutory Documents, Appointments and Policies

1. To review, approve and adopt Standing Orders
2. To review approve and adopt Financial Regulations
3. To appoint and responsible Financial Officer
4. To review and approve the code of conduct.
5. To review and approve Councillors as bank signatories on all bank accounts.
6. To review and approve councillors appointed to authorise BACS payments on the Councils online bank account.
7. To discuss quotations for insurance policy renewal
8. To review the Councils expenditure incurred under s.137 of the Local Government Act 1972.

23/64 Review of Policies and Procedures

1. Review the Councils complaints procedure.
2. Review of Councils policies, procedures, and practises in respect of its obligations under freedom of Information and data protection legislation
3. Review of Councils policy for dealing with Press and Media
4. Review of Councils employment policies and procedures
5. Review of the Councils and /or staff subscriptions to other bodies

23/65 To receive County Councillor & District Councillor Reports

Cllr Hunt to share his report.

23/66 Planning Matters

23/67 Council Administration Matters

1. To discuss the need for some maintenance to the village/cemetery noticeboard.
2. To agree the council appointed trustee for the John Townsend Charity.
3. To note CIL monies received in April.
4. To discuss the hire of a digger/dumper to finish works in the conservation area.
5. To note the cleaners' new hours for out of season football.
6. To share village risk assessment.
7. To share and discuss the latest ROSPA report.
8. To give an update on the removal of the telephone box.
9. To discuss having a Parish Council speed watch co-Ordinator.
10. To discuss a suggestion from a resident regarding a plaque.

23/68 Date of next meeting

Wednesday 12th June 2024

May Expenses

Wave			Cemetery Water	£ 5.00		£ 5.00
Three	AP1176277684		Mobile Phone Charges	£ 8.33	£ 1.67	£ 10.00
NEST	424		Clerk Pension	Confidential		Confidential
Amy Jacklin	424		May Salary	Confidential		Confidential
John Skipper	2419	30/04/2024	Village Maintenance	£ 580.00		£ 580.00
ROSPA	78401	24/04/2024	Annual playpark inspection	£ 98.00	£ 19.60	£ 117.60
Scribe	5899	24/04/2024	Annual Subscription	£ 408.00	£ 81.60	£ 489.60
Amy Jacklin	424	30/04/2024	Clerk expenses	£ 139.95		£ 139.95
ACS Tree Care	250	08/05/2024	Tree Maintanance	£ 2,755.00		£ 2,755.00
Quotation		Dark Green	HAMMERITE SMOOTH DIRECT TO RUST METAL PAINT			£ 70.94
Payments for Field Account						
Nicoles Crystal Clean	414	26/04/2024	Deep clean of changing rooms	£ 140.00		£ 140.00

Chairman: Cllr C Mitchell

Clerk- Mrs Amy Jacklin, c/o Little Thetford Village Hall, The Wyches, Little Thetford CB6 3HG

07828 402 093 parish.clerk@littletthetford.org.uk