

# HERRINGSWELL PARISH COUNCIL

Victoria Bright, Clerk, 3 Scott Avenue, Mildenhall, Suffolk, IP28 7LT

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COUNCILLOR'S SUMMONS TO ATTEND - PRESS AND PUBLIC INVITATION TO ATTEND THE

## **Annual Meeting of Herringswell Parish Council to be held on Monday 15<sup>th</sup> May 2023, in the Davies Memorial Village Hall, after the Annual Parish Meeting**

\*Except where members of the public have been excluded due to the confidential nature of the business, any person may film, photograph, audio record or use social media to report on meetings of the Council, including any public comment and/or questions.

Persons intending to report are requested to give notice before the start of the meeting to the Clerk or Chairman of the Council to enable reasonable facilities to be afforded.

### **AGENDA**

#### **ANNUAL BUSINESS**

- 23/05/1. Election of Chairman & Receive Chairman's Declaration of Acceptance of Office**
- 23/05/2. Apologies for Absence**
- 23/05/3. Election of Vice Chairman & Receive Vice Chairman's Declaration of Acceptance of Office**
- 23/05/4. Declarations of Acceptance of Office by Members**
- 23/05/5. i) To receive any Declarations of Members Interest on Items on the Agenda  
ii) To Received Members updated Register of Interests Forms**
- 23/05/6. Appointment of Councillor Responsibilities & Representatives on Outside Bodies**
- 23/05/7. Appointing of Responsible Financial Officer**
- 23/05/8. i) Adoption of Annual Governance Statement (Sect. 1 AGAR) 2022/23)  
ii) Review & Adoption of the Internal Audit Report 2022/23**
- 23/05/9. Adopt Asset Register as of 31<sup>st</sup> March 2023**
- 23/05/10. i) To approve Bank Reconciliation year ending 31st March 2023  
ii) Adoption of the Accounting Statements 2022/23(Sect. 2 AGAR)  
iii) Approval of Certificate of Exemption (AGAR) 2022/223**
- 23/05/11. To Review & Approve any changes to the Budget for 2023/24**
- 23/05/12. Review & Adoption of Financial Risk Assessment 2023/24**
- 23/05/13. Approval & Authorisation for Annual Standing Payments & Direct Debits**
- 23/05/14. To Consider any Community Annual Donations 2023/24**

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**PUBLIC FORUM:** Members of the public are welcome to attend and speak on any item on this agenda for the first 10 minutes of the meeting. They are then welcomed to remain and observe the rest of the meeting, but will not be permitted to speak after Item 15.

## ORDINARY COUNCIL BUSINESS

**23/05/15. Approve the minutes of the Parish Council Meeting held on 6<sup>th</sup> March 2023**

**23/05/16. Planning Applications:**

**23/05/17. Highways/Footpaths & Trees**

- i. Update on Crossroads/Warren Road Junction & Discuss Option for Speed Surveys

**23/05/18. Parish Matters**

- i. Update on War Memorial repairs

**23/05/19. Village Hall**

- i. Update on Village Hall Trusteeship / Discuss Bookings and Keyholder Procedure
- ii. Quotes to Remove Shed, Oil Tank/Boiler and Make an Outdoor seating area/patio
- iii. Approve the Clerks Admin Hours March 2023 – May 2023

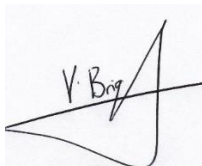
**23/05/20. Correspondence**

**23/05/21. Finance & Policies**

- i. Payment Schedule for approval and to authorise payment of outstanding invoices
- ii. To Review & Adopt the Councils Standing Orders (per the NALC Model 2022)
- iii. To Review & Adopt the Councils Financial Regulations (per the NALC Model 2019)

**23/05/22. Councillors Reports & Items for Future Agenda's**

**NEXT MEETING:** Parish Council Meeting to be held on Monday 3<sup>rd</sup> July 2023 at 7:30pm, in the Davies Memorial Hall



Vicky Bright, CiLCA - Clerk / Proper Officer

09/05/2023