

Belchford and Fulletby Parish Council

NOTICE OF MEETING

Dear Councillor

You are hereby summoned to attend the Parish Council Meeting of Belchford and Fulletby Parish Council. This is the Annual Parish Council meeting. It will be held on **Thursday 16th May 2024** commencing at **7.30pm at Belchford Village Hall**.

The business to be dealt with at the meeting is listed in the agenda below. The official meeting will start at 7.45pm or at the conclusion of the public forum whichever is sooner. All councillors should be present by 7.30pm.

PUBLIC FORUM – Public Participation (maximum 15 minutes) – Members of the public will be invited to comment on any of the items on the agenda or any item they may wish to raise, those items not on the agenda will not be debated but referred if appropriate to the next meeting

Mrs Karen Elliott, Clerk to the Council

Date: 9th May 2023

AGENDA for AGM

1. **Election of Officers and signing of Declaration of Acceptance of Office and DPI.**
 - a. **Chairman**
 - b. **Vice Chairman**
 - c. **Responsible Finance Officer**

AGENDA for meeting

1. **Apologies for absence and reasons given**
2. **Declaration of interests and requests for dispensations** - *To receive declarations of interest in accordance with the Localism Act 2011 and to consider granting dispensation(s), as per written requests received by the proper officer, to councillors under section 22 of the Act*
3. **Chairman's remarks**
4. **To confirm and sign the minutes of the meetings held on 21st March & 8th May 2024.**
5. **To receive reports from the Clerk and Councillors on matters outstanding**
 - a. Annual Parish Meeting Saturday 1st June 2024 10am at Belchford Village Hall
 - b. Wi-Fi at the Village Hall
 - c. Storage of Parish Records
 - d. Next newsletter
6. **To receive reports from District and County Councillors (if available)**
7. **To receive an update from the Village Green Committee**
8. **Highways Matters:**
 - a. To agree a strategy / plan for local action.

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9. **To consider correspondence received since the last Council meeting:**
 - a. LALC Annual Training scheme £120
 - b. LALC Annual Subscription £154.14
10. **TPO Update (KS)**
11. **Welcoming New People & CANVA proposal (KM)**
12. **Report from Planning Meeting 8/5/24 (IG)**
13. **NDP update (IG)**
14. **Community Woodland Working Party**
15. **Website update**
 - a. Purchase of extra hours (3) £64.80
 - b. SLA for 24/25
16. **Review of council's policies and procedures** (as previously circulated)
17. **Clerk – Employment contract & salary**
 - a. To consider an increase hours per month / between meetings
 - b. To consider an agreed overtime budget.
18. **Insurance Renewal (NB)**
19. **Financial matters:**
 - a. *To receive an updated bank reconciliation form from RFO and*
 - b. *To consider and resolve payments since last meeting including*
 - c. *AGAR 2023/2024*
 - i. *Annual Internal Audit report received and noted*
 - ii. *Annual Governance Statement to be approved*
 - iii. *Accounting Statements to be approved*
 - iv. *Certificate of exemption to be approved*
20. **Planning Matters:**
 - a. S/013/00107/24 – FPP Given Hawthorn Cottage, Belchford
21. **To agree venue and agenda items for the July 2024 meeting.**

Meeting Dates for 2024:

18th July (Fulletby), 19th September & 21st November.

Parish Clerk: Mrs Karen Elliott

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