

ROUDHAM & LARLING PARISH COUNCIL

10 May 2023

Members of the public are invited to attend the **Annual Parish Meeting** of Roudham & Larling Parish Council to be held in St George's Distillery, Harling Road, Roudham, on **Thursday, 16 May 2024 at 7.30 p.m.** The Annual Meeting of the Parish Council will follow this.

Alison Pena
Clerk/RFO to the Parish Council

Agenda for Annual Parish Meeting

1. To **receive** the Chair's Annual Report
2. Public Q&A

Agenda for Annual and May Parish Council Meeting - May 2024

1. **To elect** a Chair of the Council.
2. **To receive** the Chair's declaration of acceptance of office.
3. **To appoint** a Vice-Chair of the Council.
4. **To accept** any apologies for absence.
5. **Declarations of interest** in items on the agenda. Members are reminded that they should declare any new Disclosable Pecuniary Interests or Other Interests that are not currently included in the Register of Interests, and that under the Code of Conduct they are not to participate in the whole of an agenda item in which they have an Interest. In the interests of transparency, Members may also wish to declare any other interests they have in relation to an agenda item, in support of the seven Nolan Principles, namely Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.
6. To **receive** reports from the District and County Councillors.
7. **Public participation session.** The Council's Standing Orders allow members of the public to make representations, answer questions, and give evidence in respect of any item of business included in the agenda. This session should not exceed 20 minutes, and members of the public are requested to keep their comments brief. Please note that the Council is unable to make any binding decision in law at this meeting unless the item is already included on the published agenda. It can, though, place the matter on the agenda for discussion at a future meeting.
8. **To agree and confirm** the minutes of the Meeting held on Tuesday, 18 April 2024.
9. **To report and discuss** matters arising from the minutes not on the agenda.
 - 9.1. Highways
 - 9.2. Defibrillator
 - 9.3. Smoke Complaint
 - 9.4. Allotments

10. **To receive** the following correspondence available at the meeting, or distributed by email:
11. **To receive** Planning Applications, planning decisions and correspondence, and to decide on comments to be made where necessary - none
12. **Finance.**
 - 12.1. **To receive and approve** the Monthly Financial Report.
 - 12.2. **To receive and approve** the Annual Accounting Statement 2023-2024
 - 12.3. **To receive and approve** the Annual Governance Statement 2023-2024
 - 12.4. **To receive and approve** the Internal Audit Report
 - 12.5. **To approve and sign** the Certificate of Exemption 2023-24
 - 12.6. **To approve** payment of £504.12 to Arthur J Gallagher Insurance Brokers Limited, in acceptance of their quote no.129493725.
 - 12.6.1. **To consider** entering a new three-year fixed-term agreement.
 - 12.7. **To approve** monthly net salary payment for Clerk - £296.05
 - 12.8. **To approve** payment to HMRC - £86.00
 - 12.9. **To approve** payment to Carol Bailey for Internal Audit - £85.00
13. **To decide** on any matters for consideration at the next meeting.
14. **To confirm** the date of the next Meeting as **Thursday, 20 June 2024**, at 7.30 p.m. in Bridgham & Roudham Village Hall, Chapel Lane, Bridgham.

Future Meeting dates:

Thursday 18 July 2024
Thursday 19 September 2024
Thursday 17 October 2024
Thursday 21 November 2024
Thursday 19 December 2024

Note: Meetings will only be called if there is business to discuss which cannot wait until the following scheduled meeting date.