

DENNINGTON PARISH COUNCIL

AGENDA FOR THE ANNUAL GENERAL MEETING OF THE PARISH COUNCIL to be held at the Jubilee Hall on Monday 22nd May 2023 at approximately 7.30pm, following the Annual Parish Meeting



Councillors are summoned to the meeting:

Matt Lunn (Chair), Robert Wardley (Vice Chair), Doris Dearing,
John Calver, Sam Steward, Vashti Mouncer, Geraldine Schofield, Kevin Shelver, Nick Hopewell-Smith

Copied for information to:

County Councillor Stephen Burroughes & District Councillors Vince Langdon-Morrison and Owen Grey

AGENDA

1. To appoint Chair and signing of Chair's Declaration of Office
2. To appoint Vice Chair and signing of Declaration of Office
3. Councillors to signs Declaration of Acceptance of Office
4. To receive apologies for absence
5. Declarations of interests & applications for dispensations
6. Minutes of Council Meeting of 13th March 2023 to be approved as a true record of the meeting
7. Matters arising
8. Appointment of Officers and Council Representatives

Responsible Financial Officer
Examining Councillor
Tree Warden
SALC Representative
Health and Safety
Emergency Planning & Welfare Officer

Council representatives with legal trustee responsibilities

Dennington Jubilee Hall
Dennington Consolidated Charities
Dennington Sports Club

9. Chair's report
10. Clerk's report
11. Responsible Financial Officer's report

a) To consider making the following payments:

Reference	Amount	Payee	Details
P01 23-24	30.00	Dennington Village Hall	Hall hire May
P02 23-24	40.00	ICO	Data Processor fee *
P03 23-24	176.00	Trevor Brown	Internal audit

* This will be paid via direct debit- the form is currently being processed.

b) To note payments made since the last meeting

P04 23-24	208.43	Robins Row Ltd	Mower insurance
P05 23-24	267.52	SALC	Annual subscription

c) To note funds received since the last meeting

01/04/2023 East Suffolk Council 1st precept instalment

d) To note bank account balances & reserved funds summary

12. Procedural

a) To consider acceptance of the **Accounts** for the year ending 31st March 2023

b) To complete of **Section One** (Annual Governance Statement) and **Section Two** (Accounting Statements) of the **Local Councils' Annual Return** for year ending 31st March 2023

c) To agree to **opt out of External Audit** as an exempt council & **complete Certificate of Exemption.**

d) To note Statement of Significant Variances

e) Councillors to re-confirm agreement to be summoned to meetings by electronic means.

13. To review Internal Auditors' Report on 2022-2023 annual paperwork

14. 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

15. To adopt the Local Government Associations' Model Code of Conduct

16. To approve Community Infrastructure Levy (CIL) Report for period ending 31st March 2023

17. To appoint an internal auditor for the year ending 31st March 2024

18. To discuss any highways and footpath issues

19. To discuss recent village coronation event

20. To consider correspondence received since date of last meeting and determine any actions

21. To receive reports from Councillors

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 Chair.

Including report by Police & District and County Councillors' Reports, if applicable.

22. Matters to be raised at the next meeting

23. Close meeting to public to discuss clerk's rate of pay from 1st April 2023

24. Date of next meeting

Lydia Kirk

Clerk & RFO to Dennington Parish Council