

# DENNINGTON PARISH COUNCIL

## AGENDA FOR THE ANNUAL GENERAL MEETING OF THE PARISH COUNCIL to be held at 7.30pm on Monday 3<sup>rd</sup> June 2024 in the Jubilee Room of Dennington Village Hall



Councillors are summoned to the meeting:

Matt Lunn (Chair), Robert Wardley (Vice Chair), Doris Dearing,  
John Calver, Sam Steward, Vashti Mouncer, 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. To note those present and receive apologies for absence**
- 4. Declarations of interests & applications for dispensations**
- 5. Minutes of Council Meeting of 11<sup>th</sup> March 2024 to be approved as a true record of the meeting**
- 6. Matters arising**
- 7. 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

- 8. Chair's report**
- 9. Clerk's report**
- 10. Responsible Financial Officer's report**

#### **a) To consider making the following payments:**

Reference	Amount	Payee	Details
P01 24-25	£30.00	Dennington Village Hall	Hall hire APM May
P02 24-25	£208.43	Robins Row Ltd	Tractor mower insurance
P03 24-25	TBC	Trevor Brown	Internal audit
P04 24-25	£20.00	Dennington Village Hall	Hall Hire AGM May
P05 24-25	£270.34	SALC	Annual subscription
P06 24-25	£36.50	L. Kirk	Share Microsoft Office & McAfee Antivirus subscription
P07 24-25	TBC	Sibton Mowing Services	Tractor mower service

**b) To note payments made since the last meeting:**

P08 23-24	£35.00	ICO	Data fee- via direct debit
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**c) To note funds received since the last meeting**

04/03/2024	£25.03	Barclays	Interest
04/03/2024	£35.65	Barclays	Interest
30/04/2024	£5,587.50	East Suffolk Council	1 <sup>st</sup> precept instalment

**d) To note bank account balances at 27<sup>th</sup> May & summary of reserved funds**

**12. Procedural**

a) To consider acceptance of the **Accounts** for the year ending 31<sup>st</sup> March 2024

b) To complete of **Section One** (Annual Governance Statement) and **Section Two** (Accounting Statements) of the **Local Councils' Annual Return** for year ending 31<sup>st</sup> March 2024

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

d) To note the Statement of Significant Variances

**13. To review Internal Auditors' Report on 2023-2024 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

h) Website Accessibility Policy

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

**16. To approve the Community Infrastructure Levy (CIL) Report for period ending 31<sup>st</sup> March 2024**

**17. To appoint an internal auditor for the year ending 31<sup>st</sup> March 2025**

**18. To discuss any highways and footpath issues in the village**

**19. Discuss communicating with residents and possible mail-shot system**

**20. Discuss emergency mowing of village green and playing fields**

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

East Suffolk Council Business Rates Review Relief form- *to be completed and returned by 24<sup>th</sup> June 2024*

Letter from HMRC re Employment Allowance

**22. 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.*

**23. Matters to be raised at the next meeting**

**24. To confirm the date of the next meeting**

*Lydia Kindred*

*Clerk & RFO*

*Dennington Parish Council*