

**BRANDESTON PARISH COUNCIL**  
**Annual Parish Council Meeting**

Clerk:

[parish.clerk@brandeston.net](mailto:parish.clerk@brandeston.net)

You are Invited to attend the Brandeston Annual Parish Council Meeting to be held on **Monday 13<sup>th</sup> May 2024 at 19.30pm** at Brandeston Village Hall.

Signed

Rachel Summers

Chair

**AGENDA**

1. Welcome from the Chairman and to receive nominations for the Election of the Chairman for 2024/25 and to receive the new Chairman's Acceptance of Office.
2. To receive any Declarations of Interest.
3. To receive and accept Apologies for Absence.
4. To authorise Chairman to receive and sign as true record the Minutes of the APCM meeting 15<sup>th</sup> May 2023.
5. To receive nominations and elect the following Officers for 2024/2025:
  - a. Vice Chair
  - b. PROW - Environment, Footpaths, Tree Officer & Quiet Lanes
  - c. Planning Matters
  - d. Traffic calming and Road Safety
  - e. Internal Audit
  - f. Liaison with the Village Hall
  - g. GDPR
6. Finance
  - a. To confirm appointment of a Responsible Finance Officer (RFO)
  - b. To Report March 31<sup>st</sup> and April 30<sup>th</sup> account balances and bank reconciliations
  - c. To consider Councillor internal audit from Councillor Baker
  - d. To Appoint Internal Audit Councillor
  - e. To Appoint internal auditors for 2024/25
  - f. To confirm cheque signatories. Parish Council account (Currently Cllrs Baker, Summers and Locke) and 100+ account (currently Cllrs Baker, Summers and Locke)
  - g. To confirm debit card holders for Parish Council account (Cllr Baker)
  - h. To confirm internet banking access for Parish Council account
  - i. To note first instalment of Precept received

**7. Annual Accounts**

- a. To approve and adopt the unaudited PC accounts for the year ending 31<sup>st</sup> March 2024
- b. To complete the AGAR for 2023/24
- c. To prepare the Exemption Certificate and to authorise the Chairman to sign the year

**8. To confirm the following documents are in place:**

- a. Financial Risk Assessment
- b. Register of Assets
- c. Financial Standing Orders
- d. Procedural Standing Orders
- e. Insurance policy; to protect the Council, its Assets and Public and employee liability
- f. The Information Commissioners Office Publication Scheme
- g. The SALC model Complaints Procedure
- h. Adoption of Model internal control statement (model attached)
- i. RFO (contract n/a as RFO is a PCllr)
- j. GDPR Policy

**9. Items presented for Payment:**

- a. Suffolk Association of Local Councils subscription
- b. Suffolk Preservation Society - £30.00 when invoice received.
- c. To approve payment to SALC for internal Audit for 2023/24 when received
- d. To authorise RFO to prepare prizes each month for 100+ Club account for the year 2024/25; prize money to be transferred from 100+ account to PC account for Cllr Baker to withdraw – confirming cash withdrawals with RFO
- e. To authorise renewal of ICO licence
- f. To authorise renewal of lottery licence
- g. To approve contribution towards legal fees; to correct the Land Registry Title Plan regarding historic Village Hall Playing Field land transfer

**10. Insurance – August / September pre-emptive discussion regarding the renewal.**

**11. Planning**

DC/24/1335/TCA | 1no. Field maple (T1 on plan) - Crown reduce to 4.5 metres | 35 The Street  
Brandeston Woodbridge Suffolk IP13 7AE

<https://publicaccess.eastsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SBQ3G1QX06000>

**12. Asset of Community Value**

**13. Schedule of meetings for 2024/25**

- **June 10<sup>th</sup>**
- *July 8<sup>th</sup>*
- *Note – Council Recesses in August*
- **September 9<sup>th</sup>**
- *October 14<sup>th</sup>*
- **November 11<sup>th</sup>**

- *December 9<sup>th</sup>*
- **January 13<sup>th</sup>**
- *February 10<sup>th</sup>*
- **March 10<sup>th</sup>**
- **April 7<sup>th</sup> – APM**
- **May 12<sup>th</sup> – AGM**
- *June 9<sup>th</sup>*
- **July 14<sup>th</sup>**

**BOLD – PC Meeting – PCllrs attendance required**

*Italic – Village Hall reserved for ad-hoc additional PC Meeting*

**Date of next Parish Council meeting on Monday 10<sup>th</sup> June 2023 at 19.30 in Brandeston Village Hall.**