

NOTICE OF ANNUAL PARISH COUNCIL MEETING OF BRANDESTON PARISH COUNCIL

Dear Councillors

You are requested to attend the virtual Annual Meeting of Brandeston Parish Council to be held on Monday 9th May 2022 at 7.30pm.

Signed:



Catherine Bacon
Clerk and Responsible Finance Officer
4th May 2022

Agenda

1/22-23/1 Welcome from the Chairman and to receive nominations for the Election of the Chairman for 2022/23 and to receive the new Chairman's Acceptance of Office

1/22-23/2 To receive any Declarations of Interest

1/22-23/3 To receive and accept apologies for absence

1/22-23/4 To authorise the Chairman to receive and sign as a true record the Minute of the meeting of 11th April 2022 (Circulated)

1/22-23/5 To receive nominations and elect the following officers: -

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| a) Vice-Chairman | <i>(2022/23 Councillor Fletcher)</i> |
| b) Environment, Footpaths, Tree Officer | <i>(2022/23 Councillor Locke)</i> |
| c) Planning Matters | <i>(2022/23 Councillors Summers & Fletcher)</i> |
| d) Traffic Calming/Road Safety | <i>(2022/23 Councillor Fletcher)</i> |
| e) Internal Audit | <i>(2022/23 Councillor Williams)</i> |
| f) Liaison with the Village Hall | <i>(2022/23 Councillor Baker)</i> |
| g) Quiet Lanes | <i>(2022/23 Councillor Locke)</i> |
| h) <i>GDPR</i> | <i>(2022/23 Councillor Bange)</i> |

1/22-23/6 Finance

- To confirm the Clerk as Responsible Finance Officer (RFO)
- To report March 31st and April 30th balances at HSBC accounts and bank reconciliations.
- To consider Councillor internal audit from Councillor Williams (April 2021).
- To reappoint Cllr Williams as Councillor internal auditor.
- To appoint Internal Auditors for 2022/23. RFO recommendation that SALC is appointed
- To confirm cheque signatories. **Parish Council account** (currently Councillors Baker, Summers and Williams) and **100+ account** (currently Councillors Baker, Summers and Williams).

- g) To confirm debit card holders for **Parish Council account** (currently Councillor Baker and RFO Catherine Bacon)
- h) To confirm internet banking access for **Parish Council account** (currently RFO Catherine Bacon)
- i) To note first instalment of Precept (£6390) received.

1/22-23/7 Annual Accounts 2021/22

- a) To approve and adopt the unaudited PC Accounts for the year ending 31st March 2022
- b) To complete the AGAR for 2021/22
- c) To prepare the Exemption Certificate and to authorise the Chairman to sign for the year 2021/22 to be returned to PKF Littlejohn once SALC Internal Audit Report received.

1/22-23/8 To confirm that the following documents are in place:

- a) Financial Risk Assessment
- b) Register of Assets including Land owned by the Council, two triangles at Mutton Lane and Low Street are registered in the Council's name.
- c) Financial Standing Orders/Regulations
- d) Procedural Standing Orders
- e) An adequate insurance policy is in place to protect the Council, it's 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) Clerk/RFO contract
- j) GDPR policy

1/22-23/9 Items presented for payment: -

- a) Suffolk Association of Local Councils subscription –when invoice received
- b) Suffolk Preservation Society – £30.00 when invoice received
- c) Clerk's salary arrangements to be confirmed for 2022/23 as Chairman agreeing payment transfer after checking amount is correct
- d) To approve payment to SALC for Internal Audit for 2020/21 when received - Estimated £88.00 +VAT
- e) To authorise RFO to prepare prizes each month from 100+ Club account for the year 2021/22; prize money to be transferred from 100+ account to PC account for Cllr Baker to withdraw – confirming cash withdrawals with RFO
- f) To authorise renewal of ICO licence – £40 when invoice received
- g) To authorise renewal of lottery license - £20 when invoice received

1/22-23/10 Insurance – RFO

1/22-23/10 Planning - To discuss applying to the local authority for an 'Asset of Community Value' status for village assets – Cllr Summers/Clerk

1/22-23/11 Platinum Jubilee Beacon

1/22-23/12 Schedule of Meetings for 2022/23

June 13th, July 11th, September 12th, October 10th, November 14th. December 12th 2022 January 9th, February 13th, March 13th, April 10th 2023. Note Council recesses in August

Date of next meeting: Tuesday 13th June 2022 at 7.30pm in the Committee Room of the Village Hall.