

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

Chair c/o  
[Parish.clerk@brandeston.net](mailto:Parish.clerk@brandeston.net)

*You are Invited to attend a Meeting of Brandeston Parish Council to be held on **Monday 15<sup>th</sup> May 2023 at 19.30pm** in Meeting Room at Brandeston Village Hall.*

*Signed John Spacey – Clerk*

**AGENDA**

1/22-23/1 Welcome from the Chairman and to receive nominations for the Election of the Chairman for 2023/34 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 Chairman to receive and sign as true record the Minutes of meeting 14<sup>th</sup> April 2023 (circulated)

1/22-23/5 To receive nominations and elect the following Officers for 2023/2024:

- a. Vice Chair
- b. Environment, Footpaths, Tree Officer
- c. Planning Matters
- d. Traffic calming and Road Safety
- e. Internal Audit
- f. Liaison with the Village Hall
- g. Quiet Lanes
- h. GDPR
- i. Risk Assessment – Health & Safety

1/22-23/6 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> balances at HSBC accounts and bank reconciliations.
- c. To consider Councillor internal audit from Councillor Williams.
- d. To Appoint Internal Audit Councillor
- e. To Appoint internal auditors for 2023/24
- f. To confirm cheque signatories. Parish Council account (Currently Cllrs Baker, Summers and Williams) and 100+ account (currently Cllrs baker, Summers and Williams)
- g. To confirm debit card holders for Parish Council account (currently Cllr Baker)
- h. To confirm internet banking access for Parish Council account
- i. To note first instalment of Precept received.

1/22-23/7 Annual Accounts

- a. To approve and adopt the unaudited PC accounts for the year ending 31<sup>st</sup> March 2023
- b. To complete the AGAR for 2022/23
- c. To prepare the Exemption Certificate and to authorise the Chairman to sign the year.

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

- a. Financial Risk Assessment
- b. Register of Assets including Land owner by the Council, two triangles at Mutton Lane and Low Street are registered in the Council's name.
- c. Financial Standing Orders
- d. Procedural Standing Orders
- e. An adequate insurance policy is in place 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
- j. GDPR Policy

1/22-23/9 items presented for Payment:

- a. Suffolk Association of Local Councils subscription
- b. Suffolk Preservation Society - £30.00 when invoice received.
- c. Clerk's salary arrangements to be confirmed
- d. To approve payment to SALC for internal Audit for 2022/23 when received
- e. To authorise RFO to prepare prizes each month for 100+ Club account for the year 2022/23; 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
- g. To authorise renewal of lottery licence.

1/22-23/10 Insurance – RFO

1/22-23/11 Planning

- DC/23/1611/TCA – Brandeston Chapel, Mill Lane, IP13 7AP.  
1no. Ash – Crown reduction by up to 4m.

1/22-23/12 Schedule of meetings for 2023/24

- June 12<sup>th</sup>
- July 10<sup>th</sup>
- September 11<sup>th</sup>
- October 9<sup>th</sup>
- November 13<sup>th</sup>
- December 11<sup>th</sup>
- Note – Council Recesses in August.

Date of next meeting: Monday 12<sup>th</sup> June 2023 at 19.30 in the Village Hall of Brandeston Parish Council.