

WRETHAM PARISH COUNCIL

The ANNUAL GENERAL MEETING of WRETHAM PARISH COUNCIL
will take place on THU 8th MAY 2025 at 7:00pm at Wretham Village Hall

All councillors are summoned to attend

A G E N D A

1. To elect a Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office
2. To elect a Vice-Chairman of the Council
3. Apologies of Absence
4. Confirmation of Adoption of Financial Regulations and Financial Risk Assessment
5. Adoption of Standing Orders / Code of Conduct
6. Confirmation of Election of Internal Auditor for Year End 31st Mar 25
7. To receive declarations of interest of the agenda
8. CONFIRM AND SIGN THE MINUTES as a true record of the meeting held on Thu 10th April 25.
9. PUBLIC PARTICIPATION – This session should not exceed 20 minutes
10. DISTRICT AND COUNTY COUNCILLORS REPORT
 - 10.1 District Councillors Report
 - 10.2 County Councillors Report
11. MATTERS ARISING
 - 11.1 **OUTSTANDING HIGHWAY MATTERS** – discuss any outstanding issues + report any new issues
Mr P Denty's house/The Brecks – strong smell of effluent? Update.
 - 11.2 **ANY OTHER MATTERS**
Sign on left hand turn into Church Lane update
12. CORRESPONDENCE – To report on any outstanding correspondence received by the Council
13. FINANCE
 - 13.1 Monthly Financial Report and all payments for May 25 sent to Cllrs via email for consideration prior to meeting. Approve/sign payments for May 25.
 - 13.2 Year End 31st Mar 25 – Clerk submitted accounts for internal audit to Mr Michael Corrie. We have received audited accounts and note the report to the Council from the internal auditor and completed signed Annual Internal Audit Report from the Annual Governance and Accountability Return (AGAR) 2024/25 – Page 4 of 6
 - 13.3 Chair to approve and sign the Receipts and Payments Account, Bank Reconciliation and Explanation of Variance for Year 1Apr24 to 31Mar25.
 - 13.4 Chair to approve and sign the Certificate of Exemption AGAR 2024/25 – Page 3 of 6
 - 13.5 To approve the AGAR 2024/25 Form 2 Section 1 – Annual Governance Statement – Page 5 of 6
 - 13.6 To approve the AGAR 2024/25 Form 2 Section 2 – Accounting Statements – Page 6 of 6
 - 13.7 To note that the Clerk, as RFO has set the commencement date for the Notice of Public Rights and Publication of AGAR Return as Tue 3rd Jun 25.
 - 13.8 To note the Clerk will send all signed AGAR forms to PKF Littlejohn (external Accountants) and publish all documents on the website and noticeboards.
14. PLANNING APPLICATIONS – new planning applications, planning decisions and correspondence, and to decide on comments to be made where necessary.
 - 14.1 **ENF/271/22/PAR** – 4 Manor Cottages –Void Enforcement Notice – villager requesting if the Enforcement Team or PC can do anything about it?
15. ANY OTHER BUSINESS
 - 15.1 History / Memory Café – anything to report.
 - 15.2 Road Safety Sign – charger and new battery update. Sharing agreement update.
 - 15.3 Wretham Camp – parcel (s) incorrect deliveries.
 - 15.4 Church Road, Wretham Manor, road restore to original width update.
 - 15.5 Website domain
16. ITEMS FOR NEXT AGENDA AND DATE FOR NEXT MEETING(S)
 - 2025 - 12th Jun, 10th Jul, Aug tba, 11th Sep, 9th Oct, 13th Nov, Dec tba.
 - 2026 - 8th Jan, 12th Feb, 12th Mar, 9th Apr, **AGM** 14th May, 11th Jun, 9th Jul 26

Mrs J Challenor - Clerk to the Council and Responsible Financial Officer

Telephone: 07760 485472 Date 1st May 25 Signed: J Challenor

The Public and Press are warmly invited to attend