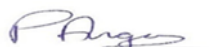


# WRETHAM PARISH COUNCIL

4 May 2023

## To all members of the Council

You are hereby summoned to attend the Annual Meeting of Wretham Parish Council to be held in Wretham Village Hall, Church Road on Thursday, 11<sup>th</sup> May 2023 at 7.00 p.m. for the purpose of transacting the following business.



Pauline Angus

Interim Clerk to the Council

07741 481956

## Agenda

1. **To elect** a Chairman of the Council.
2. **To receive** the Chairman's declaration of acceptance of office.
3. **To appoint** a Vice-Chairman of the Council.
4. **To receive** the newly elected Councillors declaration of acceptance of office.
5. **To consider accepting** the reasons for any apologies for absence.
6. **Declarations of interest** in items on the agenda. Members are reminded that they should declare any new Disclosable Pecuniary Interests or Other Interests that are not currently included in the Register of Interests, and that under the Code of Conduct they are not to participate in the whole of an agenda item in which they have an Interest. In the interests of transparency, Members may also wish to declare any other interests they have in relation to an agenda item, in support of the seven Nolan Principles, namely Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.
7. **To consider** any applications made by Members for a dispensation to allow them to participate and vote on an agenda item in spite of a Disclosable Pecuniary Interest.
8. **District and County Councillors report**
9. 5.1 District Councillors Report
10. 5.2 County Councillors Report
11. **Public participation session.** The Council's Standing Orders allow members of the public to make representations, answer questions, and give evidence in respect of any item of business included in the agenda. This session should not exceed 20 minutes, and members of the public are requested to keep their comments brief. Please note that the Council is unable to make a decision binding in law at this meeting unless the item is already included on the published agenda. It can, though, place the matter on the agenda for discussion at a future meeting.
12. **To confirm** and **sign** the minutes of the Meeting held on Thursday, 13<sup>th</sup> April 2023.
13. **To report** matters arising from the minutes not on the agenda: **for information only.**
14. **To receive** the following correspondence (available at the meeting, \*distributed by email):
  - 14.1. Gallagher Insurance Brokers: *Invitation to renew.*
  - 14.2. \*Hiscox: *Policy summary.*

- 14.3. \*Gallagher: *Terms of Business Agreement*.
- 14.4. \*Hiscox: *Important information: changes to your policy*.
- 14.5. \*Hiscox: *Policy Wording*.
- 14.6. \*Hiscox: *Quote Schedule*.
- 14.7. \*Hiscox: *Statement of fact*.

- 15. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.
  - 15.1. **3PL/2023/0384/F** 1 The Row Access Roads In And Around Wretham Park Change of use of land to residential curtilage and the erection of a two storey side extension, front porch and detached rear/side 2 bay carport dated 19<sup>th</sup> April 2023 – No objections from the Council.
- 16. **To approve** and **to authorise** the Chairman to sign the Receipts and Payments Account for the year 2022-2023
- 17. **To receive** and **note** the report to Council from the Internal Auditor and completed and signed Annual Internal Audit Report from the Annual Governance and Accountability Return (AGAR) 2022/23
- 18. **To approve** the AGAR 2021/22 Form 2 Section 1 - Annual Governance Statement 2022/23.
- 19. **To approve** the AGAR 2021/22 Form 2 Section 2 - Accounting Statements 2022/23
- 20. **To approve** the Certificate of Exemption on Page 3 of the AGAR 2022/23 Form 2, to confirm that the Council is a Smaller authority where the higher of gross annual income or gross annual expenditure does not exceed £25,000 and meets the qualifying criteria, and is therefore exempt from sending the completed AGAR to the external auditor for a limited assurance review.
- 21. **To authorise** the Chairman and Clerk of the meeting to sign the Annual Governance Statement, and the Chairman to sign the Accounting Statements.
- 22. **To note** that the Clerk, as Responsible Financial Officer (RFO), has set the commencement date for the exercise of public rights as 12<sup>th</sup> June 2023.
- 23. **To authorise** the RFO and the Chairman to sign the Certificate of Exemption.
- 24. **To approve** the Explanation of variances and Bank reconciliation.
- 25. **To note** that Clerk will then send the Certificate of Exemption to the External Auditor, and publish all the required documents on the website and notice boards.
- 26. **Finance**
  - 26.1. **To receive** the Monthly Financial Report.
- 27. **New Clerk** - to confirm start date for new Clerk
- 28. **To decide** on any matters for consideration at next meeting.
- 29. **To confirm** the date of the next meeting as Thursday, 8<sup>th</sup> June 2023 at 7.00 p.m. in Wretham Village Hall.

**Scheduled future Meeting dates:**

Thursday 13<sup>th</sup> July

Thursday 10<sup>th</sup> August (check)