



BLYTHBURGH with BULCAMP & HINTON PARISH COUNCIL

Notice of Meeting: To members of the Council: Your attendance is required at the Annual Meeting of Blythburgh with Bulcamp & Hinton Parish Council which will be held in the Village Hall on **Monday 13th May 2024 at 19.30.**

AGENDA

- 1. Election of Chair**
- 2. Election of Vice- Chair**
- 3. To confirm receipt of the acceptance of office (items 1&2)**
- 4. Apologies**
- 5. Declarations of Interest for any items on the agenda**
- 6. To confirm all members have updated their register of interests.**
- 7. County & District Councillor reports**
- 8. Public Speaking** (Members of the public may speak for 3 mins per subject at the discretion of the Chair)
- 9. To receive and approve the following minutes:** Minutes of the meeting held on the 25th of March, 2024, minutes of the meeting held on the 22nd of April, 2024 and minutes of the meeting held on the 28th of April, 2024.
- 10. To approve the appointment of the Locum Clerk**
- 11. Brief update on Blythburgh railway activities.**
- 12. Update on Northern Transport Forum meeting 8th May**
- 13. To review and approve the end of year accounts:**
 - 9.1 Receipts and Payments summary, 9.2 Asset Register, 9.3 Reserves allocation, 9.4 Year end Bank Reconciliation 9.5 Review of the Councils expenditure incurred under s.137 of the Local Government Act 1973
- 14. Review and approve the 2022-23 AGAR (Annual Governance and Accounting Return)**
 - 14.1. To receive and approve the Certificate of Exemption (AGAR part 2)
 - 14.2. Annual Governance and Accounting Review (AGAR)
 - 14.3. Internal Control Statement
- 15. To review and adopt the following policy documents:**
 - 15.1 Standing orders and 15.2 Financial Regulations - No Changes proposed
- 16. To review and adopt the following Governance documents (no proposed amendments):**
 - 12.1 Complaints procedure, 12.2 Procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998, 12.3, Policy for dealing with the press/media, 12.4 Employment policies and procedures (including: Privacy Notice for Employees and officials) 12.5, Member/Officer Protocol 12.6 Code of Conduct, 12.7 GDPR Management, 12.8 Privacy Notice General, 12.9 Risk Assessments, 12.10 Safeguarding.
- 17. Finance Report and Bank reconciliation.**
- 18. Payments:** Payment Schedule (including previous Clerk's end of year accounts) to be circulated with Finance Report
- 19. Agree date of next meeting of PC as Village Hall Trustee**
- 20. Correspondence:** Speed Camera – Angel Lane
- 21. Meeting dates:** To confirm times and dates of the ordinary meetings (up to March 2025)

Signed  Nick Rees (Locum Parish Clerk)