

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 22 May 2023 at 19.30. Alistair Besly, Parish Clerk

AGENDA

2023-24

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| 1 | Election of Chair | Cllr Orr-Ewing |
| 2 | Election of Vice Chair | Chair |
| 3 | Delivery of Acceptance of Office forms | Clerk |
| 4 | Attendees | Chair |
| | From the Council | |
| | From the Public | |
| 5 | Apologies | Chair |
| 6 | Declarations of Interest in items on the agenda | Chair |
| 7 | Public Speaking | Chair |
| | Members of the public may speak for 3 mins per subject at the discretion of the Chair | Chair |
| 8 | Proposal to approve and sign the Minutes of the Parish Council meeting on 27 March 2023 | Chair |
| 9 | Reminder for Members to review and update their Register of Interests on the ESC website | Chair |
| 10 | Proposal to review and approve the end of year accounts including: | Clerk |
| | 10.1 Receipts and Payments summary | |
| | 10.2 Asset Register | |
| | 10.3 Reserves allocation | |
| | 10.4 Year end Bank Reconciliation | |
| | 10.5 Review of the Councils expenditure incurred under s.137 of the Local Government Act 1973 | |
| 11 | Proposal to Review and Approve the 2022-23 AGAR (Annual Governance and Accounting Return) | Clerk |
| | 11.1 2022/23 Certificate of Exemption (AGAR part 2 page 3) | |
| | 11.2 Annual Governance and Accounting Review (AGAR) | |
| | 11.3 Internal Control Statement | |
| 12 | Approve Heelis and Lodge audit plan | Clerk |
| 13 | Review of delegation arrangements to staff - See Financial Regulations - <i>No Change proposed</i> | Chair |
| 14 | Proposal to review and adopt: | Chair |
| | 14.1 Standing orders - No Change proposed | |
| | 14.2 Financial regulations - No Change proposed | |
| 15 | Review Councils banking arrangements including authorised signatories - <i>New mandate to be signed</i> | Chair |
| 16 | Confirmation of arrangements for insurance cover in respect of all insured risks: to be circulated | Chair |
| 17 | Review of the council's and/or staff subscriptions to other bodies - <i>SALC, ICO</i> | Clerk |
| 18 | Proposal to review and adopt the following Governance documents which can be reviewed at:
http://blythburgh.onesuffolk.net/parish-council/governance-documents/ | Chair |
| | 18.1 Complaints procedure - <i>No Change proposed</i> | |
| | 18.2 Procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 - <i>No Change proposed</i> | |
| | 18.3 Policy for dealing with the press/media - <i>No Change proposed</i> | |
| | Employment policies and procedures including: | |
| | 18.4 Privacy Notice for Employees and officials - <i>No Change proposed</i> | |
| | 18.5 Member/Officer Protocol - <i>No Change proposed</i> | |
| | Review of the Councils remaining policies and procedures including: | |
| | 18.6 Code of Conduct - <i>No Change proposed</i> | |
| | 18.7 GDPR Management - <i>No Change proposed</i> | |
| | 18.8 Privacy Notice General - <i>No Change proposed</i> | |
| | 18.9 Risk Assessments - <i>No Change proposed</i> | |
| | 18.10 Safeguarding - <i>No Change proposed</i> | |
| 19 | Finance Report and bank reconciliation May 2022 | Clerk |
| 20 | Payments | Clerk |
| | Payments Schedule to be circulated with Finance Report | |
| 21 | Appoint two new trustees to the village hall | Chair |
| 22 | Confirm the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council | Chair |
| 23 | Date of next meeting: | Chair |