

# WORTWELL PARISH COUNCIL

## AGENDA

**To Parish Councillors: you are summoned to attend the meeting below**

**There will be an Annual Parish Council Meeting of Wortwell Parish Council on Monday 23 May 2022 at 7.30pm**

at the Waveney Room Wortwell Community Centre

Members of the public are invited to attend.

Note: The first item on the APCM agenda is to elect a chairperson. As the current chairperson, Mr Clive Aylett has offered his apologies in advance and will be absent from this meeting, the vice-chairperson, Mrs Allison Copeman will open the meeting. It is permitted for Councillors present to vote for someone who is not present and that person will have to complete their declaration of acceptance of office as soon as possible after this meeting and will be reported at the next meeting, in June.

1. **7.30pm** Welcome by the Vice Chairperson, Mrs Allison Copeman

To receive and accept **Apologies** from those members unable to attend.

2. **Nominations** to be received for the election of a new Chairperson and vote to be conducted
3. **Nominations** to be received for the election of a new Vice Chairperson and vote to be conducted
4. The new Chairperson or in his/her absence the new Vice Chairperson will chair the remainder of this meeting.
5. To Accept Declarations of Acceptance of Office.
6. **Election of Committees:**

6.1. Finance Committee

6.2. Allotments Committee

6.3. Open Spaces Committee

6.4. Internal Control Officer

6.5. Update on Charity Commission and Sole Managing Trustee confirmation

6.5.1.Wortwell Parish Lands

6.5.2.Wortwell Old Playing Field

7. **s.137 amendment to £8.82 for 2022-23**

*To receive any declarations of interest (personal, prejudicial or pecuniary), in particular matters to be raised at this meeting (Note: A declaration of a personal interest should indicate the nature of the interest and the agenda item to which it relates and in this case the member may speak and vote, however if it is a prejudicial or pecuniary interest, the member should withdraw from the meeting whilst the matter is discussed.*

*Meeting adjourned to permit Public participation*

8. **Minutes:** Council to approve, Chairman to sign and Clerk to retain in records, minutes of the meeting held on 28 March 2022
9. **Consideration of proposal for skate park facilities** - Letter received from Master C Leggett
10. **Annual Governance and Accountability Return**
  - 10.1.Confirmation of Internal Audit page 3 AGAR submission to A Barnes, Internal Auditor

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10.2.Confirmation of approval by Council of Annual Governance Statement page 4 of AGAR

10.3.Confirmation of approval by Council of Accounting Statements page 5 of AGAR

10.4.Confirmation of approval by Council of the dates of the Period for Exercise of Public Rights

10.4.1.(28 June to 10 August 2022 inclusive)

10.5.Confirmation of approval by Council, Authorising the Clerk to submit AGAR to PKF Littlejohn for External Audit

### **11. Adoption of reviewed Policies and Procedures**

11.1.Standing Orders

11.2.Financial Regulations

11.3.Risk Management

11.4.Review of Asset Register

### **12. Annual Insurance Renewal - June 2022**

### **13. RoSPA Inspection - June 2022**

### **14. Councillor Reports to be circulated in advance of meeting**

**14.1.Report on Extraordinary Meeting 16/5:** Recommendations regarding Vandalism and Anti Social Behaviour

### **15. Clerk and RFO Report**

15.1.Return to Work review - update from Clerk

15.2.Accounts for payment by cheque- see attached schedule Appendix A note.

16. **Annual Seminar** with Norfolk Parish Training Support Thursday 22 September - to agree attendees

17. **Planning Applications:** previously circulated:

18. **The Queen's Platinum Jubilee Pageant Celebration** Report by Working Group

19. **Open Spaces Committee** Report from Working Party and consideration to Committee status going forwards

### **20. Future meetings:**

20.1.Annual Charity Meetings (July)

20.2. Budget 23/24 Phase 1 (September)

20.3.Review of Clerk Contract (October)

**Close of Council Meeting:**

Signed: [LUA LEGGETT](#)

Clerk and RFO

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## APPENDIX A ACCOUNTS FOR PAYMENT May 2022

Dylan Group Ltd	102237	£948.00
N POWER Commercial Gas Ltd	102238	£325.59
NALC	102240	£184.69
HMRC	102241	£168.74
T T Jones Electrical Ltd	102242	£289.86
Roberts and Son	102243	£167.00
Wortwell Parish Lands	102244	£ 33.80
		<b>£2,117.68</b>