

# WORTWELL PARISH COUNCIL

## AGENDA

To Parish Councilors: you are summoned to attend the meeting below

There will be an Annual General Parish Council Meeting of Wortwell Parish Council

on Monday 15 May 2023 at 7.30pm

at the Waveney Room Wortwell Community Centre

Members of the public are welcome to attend.

1. **Election of Chairman**
2. **Declaration of acceptance of office**
3. **Undertakings to abide by the Council's code of Conduct – Adoption of LGA Code of Conduct**
4. **Declarations of disclosable pecuniary interests to be made to District Council within 28 days of acceptance of office**
5. To receive and accept **Apologies** from those members unable to attend.

*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 will be adjourned for 10 minutes to permit Public participation*

6. **Minutes:** Council to approve, Chairman to sign and Clerk to retain in records, minutes of the meeting held on 27 March 2023
7. **Appointment of roles and offices**
  - 7.1. Policies and Procedures
  - 7.2. Street Lighting and Utilities
  - 7.3. Street Furniture and Infrastructure
  - 7.4. Internal Financial Control Officer
  - 7.5. GDPR, Accessibility, Website, Mardler
  - 7.6. Asset Management and Insurance
  - 7.7. Committees:
    - 7.7.1. Finance Committee( including Internal Financial Control Officer)
    - 7.7.2. Allotments Committee
  - 7.8. Working Party:

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7.8.1. Open Spaces including Play Equipment

### **8. Induction Training for new Councilors and/or Chairman**

### **9. Annual Governance and Accountability Return**

#### **9.1. Internal Audit Report**

9.1.1. Actions taken or to be taken, as a result of the Internal Audit Report

#### **9.2. Completion of AGAR Form:**

9.2.1. Confirmation of Internal Audit page 3 of AGAR

9.2.2. Confirmation of approval by council of Annual Governance Statement page 4 of AGAR

9.2.3. Confirmation of Approval of Accounting Statements page 5 of AGAR

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

5 June to 14 July inclusive

9.2.5. Confirmation of approval by Council, authorising the Clerk to submit the AGAR to PKF Littljohn for External Audit

### **10. Agree date for Internal Controls and Review of Policies and Procedures**

10.1. Financial internal control check – dates to be agreed for July, October and January 2024

10.2. Review of Financial Regulations, Standing Orders and Internal Control due June 2023 –

10.2.1. Will all Councilors please read, review, and report any changes ahead of confirmation at the June meeting.

### **11. Reports: All to be circulated in advance please:**

11.1. Chairman

11.2. District and County Councillor

11.3. Parish Councilor

11.4. Recycling Centre, Defibrillator and Playground Inspections

11.5. SAM 2 report

### **12. Clerk and RFO report**

12.1. Accounts for Payment due this month- appendix and clerk overtime return

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**12.2.** Insurance Renewal and Asset Register – actions to be taken to co-ordinate values

**12.3.** Cashbook balanced against budget and reserves review – circulated in advance to councilors

**12.4.** Internal Control Check and Bank Reconciliation

**13. King Charles III Coronation 6-8 May – Feedback from WCC and Council on the Big Weekend**

**14. Open Spaces Working Party Update**

**14.1.** Review of Big Help Day and next steps for pavilion

**14.1.1.** Minor jobs around village – volunteers still needed to assist

**14.2.** How to get a return on investment from the outlay to date

**14.3.** Purchase of materials to repair play fort and locomotive

**15. SNDC VCP** South Norfolk District Council Village Cluster Plan - kiv updates

**16. Planning Applications:**

*Meeting will be adjourned to permit public participation:*

**17. FUTURE MEETINGS:** (July and October meetings could be subject to change due to School term dates)

<b>26/6/23</b>	<b>31/7/23</b>	<b>25/9/23</b>	<b>30/10/23</b>	<b>27/11/23</b>	<b>8/1/24 Precept</b>
<b>26/2/24</b>	<b>25/2/24</b>	<b>25/3/24</b>			

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**ACCOUNTS FOR PAYMENT**

HMRC	PAYE NI M2	Ref 24_008	£429.96	
FPO24.008	TT Jones		£276.56	Street light maintenance
FPO24.011	Roberts and Sons		£177.00	Mardler May June
FPO24.012	HMRC		£429.96	M2 including overtime

**RECEIPTS RECEIVED**

27/4/2023	PRECEPT	£
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*Please note the payments list is not necessarily complete there may be further payments to be added before meeting.*

**REVIEW AGAINST BUDGET**

**See appendix 2**