

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

on Monday 26 June 2023 at 7.30pm

at the Waveney Room Wortwell Community Centre

Members of the public are welcome to attend.

1. Welcome by the Chairman

2. To receive and accept **Apologies from those members unable to attend. JW on annual leave**

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

3. Minutes: Council to approve, Chairman to sign and Clerk to retain in records, minutes of the meeting held on 15 May 2023

4. Feedback on Induction Training from Cllr. HC

5. Annual Governance and Accountability Return

5.1. External Audit Report

5.2. Submission to PKF of Completed AGAR Form including explanation of variances

5.2.1. AGAR Conclusion of Period of Exercise of Public Rights 14 July

6. Review of Asset Register against insurance values as recommended by Internal Audit CA LL – NEXT STEPS

7. Review of all policies against website – word documents to be held on file by clerk for ease of updates

8. Reports: All to be circulated in advance please:

8.1. Chairman –

8.1.1. Maintenance Retainer

8.1.2. Vandalism

8.2. District and County Councillor Reports (if attending will be moved up the agenda for 10 mins each)

8.3. Parish Councillors

8.4. Recycling Centre, Defibrillator and Playground Inspections

8.4.1. Playground rota to be refreshed due to changes in personnel and any annual leave pending

8.5. SAM 2 report

9. Clerk and RFO report – circulated in advance

- 9.1. Asset Register revision– new format. Alignment with Insurance Cover Review: new RV figure to be obtained.
 - 9.2. Accounts for Payment due this month- appendix 1
 - 9.3. Payroll returns completed: PAYE NI NEST
 - 9.4. Cashbook balanced against budget and reserves review = council to sign off.
 - 9.5. Internal Control Check and Bank Reconciliation – RH in July
 - 9.6. Insurance Renewal completed with Hiscox Insurers via Gallagher Brokers: £597.11 Continuous cover to be reviewed.
10. RoSPA report completed £264.60 Play Safety Ltd – to review and action where necessary
11. **Open Spaces Working Party Update** – paint purchased at a cost of £42.00 for repairs to play equipment
12. **SNDC VCP** South Norfolk District Council Village Cluster Plan - kiv updates
13. **Planning Applications:** none at time of publication

Meeting will be adjourned to permit public participation:

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

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

ACCOUNTS FOR PAYMENT

HMRC	PAYE NI M2	Ref 24_008	£191.80
NEST	Pension M2	DD	£35.90
NALC	Annual Subscription		£249.63
ROSPA	Annual safety check		£264.60
BHIB	Annual Insurance renewal		£577.11
A Copeman reimbursement: paint for repairs			£ 42.00
Total BACS payments			£1,361.04

RECEIPTS RECEIVED

Pulham Players	£15.00
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REVIEW AGAINST BUDGET

See appendix 2