

NOTICE OF MEETING

Annual Council Meeting will be held on **Tuesday 7th May 2024**
at 7:30pm, in Spixworth Village Hall Room 84

Mrs Carolyn.Lake
Clerk to the Parish Council

Please notify the clerk if you wish to join this meeting

**Proceedings will commence with 15 minutes public speaking time and to receive reports from the
Police, County Councillor and District Councillors.**

The Parish Council meeting will thereafter commence at 7.45pm prompt.

AGENDA

1. TO ELECT A CHAIRMAN AND SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE AND MEMBERS INTEREST

2. TO ELECT A VICE CHAIR FOR 2024/25

3. TO ACCEPT APOLOGIES FOR ABSENCE

4. DECLARATIONS OF INTEREST

4.1 To receive Declarations of Interest under the Code of Conduct 2012

4.2 To grant written request for dispensation

5. CO-OPTION OF PARISH COUNCILLORS

6. MINUTES OF PREVIOUS MEETING

7. MATTERS ARISING (NOT COVERED BY AGENDA)

8. FINANCE

8.1 To note Balances and to approve Payments in accordance with the Budget as per tabled schedule 7th May 2024

8.2 To note bank reconciliation as of 30th April 2024

8.3 To approve the end of year figures for the Annual Return 2023/24

8.4 To note the Internal Auditors report and sign off AGAR form.

8.5 To agree Insurance Policy Quote for 2024-25.

8.6 To agree bank signatories for Parish Council accounts.

8.7 To review quarterly figures and agree reserves

9. ANNUAL POLICY REVIEW-

9.1 To review Financial Regulations Policy

9.2 To review Risk Assessment Policy

9.3 To review Internal Control Statement

9.4 To review Effectiveness of the System of Internal Audit

9.5 To review Code of Conduct Policy

9.6 To review Assets Register

9.7 To review the Standing Orders

10. PLANNING MATTERS

10.1 Road name request for new development off Park Road

11. HIGHWAY MATTERS

12. AMENITY MATTERS

12.1 To note ROSPA play/exercise equipment Inspection date and cost

12.2 To agree quote for MUGA court floodlights

12.3 To agree location of memorial tree on Maisie's Meadow

12.4 To agree plan for Spixworth in Bloom

12.5 Amenity Matters in confidential

13. NORWICH AIRPORT CONSULTIVE COMMITTEE

13.1 To discuss representation at meetings.

14. EXCHANGE OF INFORMATION.

15. TO AGREE THE DATE OF THE NEXT MEETING-**Tuesday 11th June 2024**, Room 84 Spixworth Village Hall