

# NOTICE OF SHOTTISHAM PARISH COUNCIL MEETING

## Tuesday 7th March 2023 at 7.30pm

All councillors are hereby summoned to attend a meeting of the Parish Council as detailed above. All public and press are cordially invited.

### AGENDA

1. Chairman's welcome and apologies for absence
2. OPEN FORUM – *an opportunity for parishioners to briefly raise matters of concern on the agenda without having to sit through the whole meeting*
3. Councillors' Declarations of Interest
4. Signing of Minutes of 10<sup>th</sup> January 2023 as a true record
5. Reports: AR (SCC), JM (ESC)
6. End of year preparation including:
  - Review Standing Orders and Financial Regulations
  - Review Risk Assessments and Internal Control Arrangements
  - Review the LGA Model Councillor Code of Conduct 2020
  - Review the Asset Register of 2023 and confirm adequate insurance cover
  - Review new Data Protection and Information Policy 2023
  - Appoint an Internal Auditor for 2023
  - Dates of meetings for 2023-24
7. To receive update on Highways Issues
8. To receive update on playground issues
9. To discuss Parish Council Elections on Thursday 4<sup>th</sup> May
10. To consider dates for AGM and APM in May
11. To consider implementing the 2022-23 National Salary Award for the clerk's salary
12. To discuss celebrations for the King's Coronation in May
13. Response to planning application DC/23/0420/AG02 Shottisham Hall Farm
14. Update on defibrillator
15. Clerk's report and Finance report:
  - a) Financial report
  - b) Signing of cheques
    - a. Clerk's wages £240.00
    - b. HMRC £60.00
    - c. Shottisham WI Trust Hall £30.00
    - d. Ray Kay (new defibrillator pads) £75.08
16. To receive updates on the action points from the meeting in January
17. Matters to be brought to the attention of the Council
18. Action points arising from the March meeting

Lesley Roberts, Parish Clerk