

NOTICE OF SHOTTISHAM PARISH COUNCIL ANNUAL GENERAL MEETING

Tuesday 14th May 2024

at 8.00pm in the Trust Hall

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. To Elect a Chair: Signing of the Declaration of Acceptance of Office
2. Chairman's welcome and apologies for absence
3. PUBLIC FORUM: - *an opportunity for parishioners to briefly raise matters of concern without having to sit through the whole agenda*
4. To receive any Declarations of Interest
5. To agree Minutes of 12th March 2024
6. To confirm adoption of newly reviewed Standing Orders and Financial Regulations
7. To adopt the LGA Model of Conduct 2020
8. To accept and sign Accounts to 31st March 2024
9. To accept Internal Auditor's Report for 2023/24 and Page 4 of the Annual Governance and Accountability Return (AGAR) 2023/24
10. To declare Parish Council exempt from Limited Assurance Review by PFK Littlejohn LLP and completion of Certificate of Exemption
11. To agree and complete Section 1 of Part 2 of the AGAR 2023/24
12. To agree and complete Section 2 of Part 2 of the AGAR 2023/24
13. To review and agree updated Asset Register
14. To receive update on Highways Issues
15. To receive update on playground issues
16. To discuss 80th D Day celebration plans
17. Clerk's report and Finance report:
 - a) Financial Report
 - b) Signing of cheques
 - i. Clerk's wages £280.00
 - ii. HMRC £70.00
 - iii. SALC subscription 2023/24 £119.08
 - iv. Trevor Brown (internal audit) £200.00
 - v. Shottisham Trust Hall £40.00
18. To receive updates on the action points from the previous meeting in March
19. Matters to be brought to the attention of the Council

Lesley Roberts, Parish Clerk