

TERRINGTON ST JOHN PARISH COUNCIL

Serving the villages of Terrington St John and St John's Fen End

Parish Councillors

Chair: Angela Bishop Vice Chair: Jo MacCallum
Aidan Hoey Chris Gibbs Bob Dye Jillian Ware
3 Vacancies

Gail Robinson – Parish Clerk
Mobile: 07831845440
Email: clerksjpc@gmail.com

24th April 2024

I hereby give you notice that the **Annual Parish Council meeting of Terrington St John Parish Council** will be held on Wednesday 1st May 2024 at 7.00pm in the Ely Row Methodist Church Hall. All members of the Parish Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

Agenda

- 1. To elect the Chairperson for the coming year**
- 2. To elect the Vice -Chair for the coming year**
- 3. To record the names of those present and record the number of vacancies**
- 4. To sign documents appropriate to the Annual Parish Council meeting**
 - **Acceptance of Office – Chair**
 - **Code of Conduct**
 - **Declaration of interest**
- 5. To consider accepting apologies for absence**
- 6. To consider co-option applications**
- 7. To record declarations of personal and/or prejudicial interest from members in any item to be discussed and consider any requests for dispensations**
- 8. To approve the minutes of the last ordinary council meeting held Monday 10th April 2024**
- 9. To allow public participation – to include information from developers, Police representatives, or any other person invited to speak**
- 10. To receive reports from Borough and/or County Councillors**
- 11. To receive the Clerk's report, including matters arising from last month's meeting**
 - **To report on any matter regarding asset items**

12. To agree the appointment of Link Councillor appointments to take the lead on the following matters or others as agreed at the meeting, with the agreement that they will make a report to the Parish Council each month so that any relevant decisions can be considered and made:

- Police Liaison
- TSJ Consolidated Charity Trustees
- Norfolk ALC
- SAM2
- Planning
- Village Hall working group
- Internal audit control
- Emergency planning

13. To receive and consider reports and updates from Councillors regarding the areas they have been delegated to take a lead responsibility on previously

a) Councillor B Dye:

b) Councillor C Gibbs:

- TSJ Consolidated charity trustees (other Trustees J MacCallum)

Councillor A Bishop:

- Norfolk Association of Local Councils
- Planning (other link J MacCallum and J Ware)

c) Councillor A Hoey:

- SAM2
- Police

d) Councillor J MacCallum:

- Internal audit control

e) Councillor J Ware:

- Village Hall/Methodist Church

14. To consider Methodist Church/Village Hall matters

15. To consider the recent ROSPA report and any necessary actions to be taken

16. To consider financial business

- a) To receive bank account balances
- b) To receive details of income received
- c) To consider the recommended payments
- d) To consider net position
- e) To consider insurance provision – due 1st June 2024
- f) To confirm payments to be made by direct debit or standing order
- g) To confirm the continuation of payments to be made via BACS
- h) To consider the continuation of the Work from Home Allowance to the Clerk
- i) To confirm the completion of the review of the effectiveness on internal controls and receive a report from the lead for internal controls audit
- j) To consider and approve the Financial Regulations
- k) To consider the Risk Management Policy
- l) To consider and approve the Statement of Internal Control
- m) To consider and approve the list of Assets
- n) To carry out the following AGAR related items for the financial year 2023/24

- i. The Annual Internal Audit is received and noted
- ii. The Annual Governance Statement (Section 1) is approved
- iii. The Accounting Statements (Section 2) are approved
- iv. Following approval, the Chair signs the Annual Governance Statement and Accounting Statements
- v. The Chair sets the commencement date for the exercise of public rights
- vi. The Chair directs the Clerk to send the following items to the External Auditor:
 - The Annual Internal Audit Report
 - The Annual Governance Statement
 - The Accounting Statements
 - An analysis of any significant year on year variances
 - A bank reconciliation as at 31 March 2024
 - Details of the arrangements for exercise of public rights
- vii. The Chair directs the Clerk to publish on the Parish Council website the following items:
 - The Annual Internal Report
 - The Annual Governance Statement
 - Accounting Statements
 - A declaration that that accounts are as yet unaudited
 - Details of the arrangements for the exercise of public rights
 - The name and address of the External Auditor

17. To consider planning matters

a) Applications

Any applications that appear on the Borough Council planning portal up to the date of the meeting that require the consultation of the Parish Council will be considered by the Councillors at their scheduled meeting, even if they are not listed on the agenda.

b) Decisions

c) Address notification

d) Correspondence

18. To receive general correspondence via email during the month and consider any further actions required:

19. To receive items for next month's agenda

20. Date and time of Ordinary Parish Council Meeting – Will be held on Wednesday 5th June 2024 at 7pm

21. To resolve on the moving into a closed session, on the grounds of confidentiality in accordance with the Public Bodies Admission to Meetings Act 1960 s.1(2)

a) To consider quotes for work required

b) To consider and resolve upon actions relating to Methodist Church/Village Hall matters:

Terrington St John Parish Council welcomes the public and press to its meetings. The public and press are able to address the Parish Council during the Public Participation agenda item. However, the law does not permit members of the public to take part in the debates.

Signed: Gail Robinson

Date: 24th April 2024