

LITTLE GLEMHAM PARISH COUNCIL

CHAIR: Daniel Williams

NOTICE OF MEETING

To members of the Council: You are hereby summoned to attend Little Glemham Annual Parish Council Meeting which will be held in the Village Hall on **Wednesday 8 May 2024 at 18:15**

Alistair Besly, Parish Clerk 29 April 2024
Hill House, Shop Lane, Little Glemham, Woodbridge, IP13 0BD

Email: clerk@littleglemhampc.org.uk
Website: <https://littleglemhampc.org.uk>



AGENDA

- LG24:1 **Election of Chair** and signing of Declaration of Acceptance of Office **Cllr Williams**
- LG24:2 **Present from the Council:** **Chair**
- LG24:3 **Present from the Public:** **Chair**
- LG24:4 **Open Public Forum session** (2 minutes per person): **Chair**
- LG24:5 **Apologies for Absence:** **Chair**
- LG24:6 **Declarations of Interest** in items on the agenda: **Chair**
- LG24:7 **Proposal to approve and sign** the Minutes of the Parish Council meeting on 25 March 2024 **Chair**
- LG24:8 **Reminder for Members** to review and update their Register of Interests on the ESC website **Chair**
- LG24:9 **Co-Option of new member** **Chair**
- LG24:10 **Suffolk County Councillors Report:**
- LG24:11 **East Suffolk District Councillors report:**
- LG24:12 **Proposal to review and approve the end of year accounts 2023-24:** **Clerk**
- 12.1 Receipts and Payments summary
 - 12.2 **inventory** of land and other assets: Asset Register
 - 12.3 Reserves allocation
 - 12.4 Year end Bank Reconciliation
 - 12.5 CIL Report
 - 12.6 Explanation of Variances
- LG24:13 **Proposal to Review and Approve the 2023-24 AGAR** (Annual Governance and Accounting Return): **Clerk**
- 13.1 2023/24 Certificate of Exemption (AGAR part 2 page 3)
 - 13.2 Annual Governance Statement (AGAR Section 1)
 - 13.3 Annual Accounting Statement (AGAR Section 2)
- LG24:14 **Review of the Councils expenditure incurred under s.137** of the Local Government Act 1973 **Clerk**
- LG24:15 **Review of delegation arrangements to staff - *Financial Regulations 4.1 refers - No Change proposed*** **Clerk**
- LG24:16 **Review Councils banking arrangements** including authorised signatories **Clerk**
- LG24:17 **Confirmation of arrangements for insurance cover** in respect of all insured risks: *to be circulated* **Clerk**
- LG24:18 **Review of the council's and/or staff subscriptions** to other bodies - *SALC, ICO* **Clerk**
- LG24:19 **Proposal to Review and adopt the following Governance documents.** There are no changes proposed and all the following documents can be found at <https://littleglemhampc.org.uk/governance-documents/> **Chair**
- 19.1 Standing Orders
 - 19.2 Financial Regulations
 - 19.3 Code of Conduct
 - 19.4 Complaints Procedure
 - 19.5 Member officer protocol
 - 19.6 FOI Publication Scheme
 - 19.7 Privacy Notices
 - 19.8 Press and Media Policy
 - 19.9 Data Protection and Management Policy
 - 19.10 Risk Assessments
 - 19.11 Safeguarding Policy & procedures
- LG24:20 **Finance Report for May 2024** **Clerk**
- 20.1 **Review of Finance Report and Bank Reconciliation** *to be published*
 - 20.2 **Proposal to approve Payments Schedule** to be circulated with Finance Report
- LG24:21 **Proposal to agree schedule of meetings** for ordinary council and standing committees *to be published* **Chair**
- LG24:22 **Date of next meeting:** **Chair**