

Westhall Parish Council AGM
Westhall Village Hall
Monday 9th May 2022 (immediately after Annual Parish Meeting)
AGENDA

1. Appointment of Chairman for 2022/23 and signing Declaration of Appointment to this Office.
2. Apologies and receipt of absences.
3. Receipt of declarations of pecuniary and non-pecuniary interests.
4. Resolution that minutes of meeting 14th March 2022 are correct record.
5. Chairman and Clerk's report on progress of actions from last meeting(s).
6. Finance:
 - a. To review and approve Annual Internal Audit Report & Certificate of Exemption (*attached - p3 & 4 Annual Return*)
 - b. Receive RFO's report on Accounts for year ended 31st March 2022 (*accounts attached*)
 - c. Approve Accounts; *Chairman to sign*
 - d. Approve Annual Governance Statement; *Chairman and Clerk to sign*
 - e. Approve Accounting Statements previously signed by RFO (*attached - p5 Annual Return*); *Chairman to sign*
 - f. Approval of bank reconciliation to year end 31st March 2022: *Chairman to sign*
 - g. Approval of bank reconciliation to 28th April 2022
 - h. PAYE – Payroll Services Contract
 - i. Approval of online or cheque payments.
 - j. Financial report from Clerk re Recreation Ground Accounts
 - k. Consider annual funding requests
7. Review of Governance Documentation
 - a. Approval of updated governance documents to comply with current recommended standards:
 - Standing Orders for organisation and transaction of business.
 - Financial Regulations pertaining to Westhall Parish Council's financial affairs and accounting procedures
 - Risk Assessment & Management (financial) to 31st March 2023
8. Planning
Public Access Link: <https://publicaccess.eastsuffolk.gov.uk/online-applications>
 - a. New Applications: - None
 - b. Update on Previous Applications
9. Allotments Inspection Report
10. Annual Review and adoption of Westhall Community Emergency Plan
11. Queen's Platinum Jubilee Celebrations & Trebilee project.
12. Quiet Lanes Suffolk
13. First Aid/Defibrillator Training
14. Correspondence Received
15. Reports from other organisations
16. Any items of information
17. News items for HCN and other media
18. Meetings for 2022 - 7.30pm on 2nd Monday of every other month:
11th July; 12th September and 14th November (+ Annual Allotments Meeting).


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Parish Clerk
Email: parishclerkwesthall@gmail.com
Website: www.westhall.onesuffolk.net

Dated:29/4/22.....