

Westhall Parish Council AGM
!! at THE RACEHORSE !!
Monday 22nd May 2023 (immediately after Annual Parish Meeting)
AGENDA

Public Forum – to receive reports from County and District Councillors and for members of the public to raise issues or matters of concern

1. Appointment of Chairman for 2023/24 and signing Declaration of Appointment to this Office. Signing of Declarations of Acceptance of Office by Councillors following May elections.
2. Apologies and receipt of absences.
3. Receipt of declarations of pecuniary and non-pecuniary interests.
4. Resolution that minutes of meeting 13th March 2023 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 2023 (*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 2023: *Chairman to sign*
 - g. Approval of bank reconciliation to 28th April 2023
 - h. Approval of online or cheque payments.
 - i. Financial report from Clerk re Recreation Ground Accounts
 - j. Consider annual funding requests
7. **Planning**

Public Access Link: <https://publicaccess.eastsuffolk.gov.uk/online-applications>

 - a. New Applications: - DC/23/1446/FUL: Belle Grove Farm – Construction of rural working dwelling.
 - b. Update on Previous Applications
8. **Review of Governance Documentation**

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
 - Internal Control Report & Statement 2023/24
9. **Assets**
 - a. Gardening equipment (held by Cllr McTaggart)
 - b. Annual Asset Inspection Report. (Cllr Lickman)
10. Fox Covert Poultry Farm
11. Allotments
12. Correspondence Received
13. Any items of information
14. News items for local media



Parish Clerk

Email: parishclerkwesthall@gmail.com

Website: www.westhall.onesuffolk.net

Dated: 16/5/23