

Offton and Willisham Parish Council

Clerk to the Council: Miss T Davis
69 Gardeners Rd
Debenahm
STOWMARKET
IP14 6RX
Tel: 07425 672631

18th May 2023

I hereby give notice that the ANNUAL meeting of Offton & Willisham Parish Council will be held at the Offton and Willisham Village Hall on Tuesday 28th May 2023 commencing at 7.00pm. The Press and the Public are invited to attend, Councillors are summoned to attend.

The Parish Council, members of the public and the press may record, film, photograph or broadcast this meeting when the public and the press are not lawfully excluded. Any member of the public who attends a meeting and wishes to record, film, and photograph or broadcast the meeting should advise the Parish Clerk.



Public questions during a remote meeting: Questions can be forwarded to the Clerk prior to the meeting via email (as above) or given in person during item 3 - Public Participation. Members of the public may not take part in the Parish Council meeting itself, unless with the permission of the Chairman to do so.

AGENDA

- 1. Meeting administration (note: Clerk to open meeting if past Chair not present following election)**
 - a) To Elect the Chair and Vice Chair of Offton & Willisham Parish Council
 - b) To Co-opt a Councillor
 - c) To sign Acceptance of Declaration of Office & Data Consent Forms
 - d) To consider & Approve Apologies for absence
 - e) To receive Declarations of interest on agenda items
- 2. To Approve the draft minutes of 8th April 2023 and for the Chairman to sign as a true record**
 - a) Matters arising from 8th April minutes
- 3. Public Participation Session** (To hear reports from the County Councillor, District Councillor and Comments from the Public)
- 4. To confirm the General Power of Competence (GPC) does not apply**
- 5. Chair Report, reports from other Councillors not requiring a decision**
- 6. Clerk Report, with details of emails and correspondence up to the period 17th May 2023**
- 7. To discuss and agree proposed dates for Parish Council meetings up to May 2024 and the APM for 2024**
- 8. To review & adopt or re-adopt policies:-**
 - i) Internal Control policy review
 - ii) Risk Assessment & Management Policy
 - iii) new NALC Financial Orders 2023 to replace the Financial Protocol
 - iv) NALC Standing Orders
 - v) LGA Model Councillor Code of Conduct
 - vi) Equality and Diversity Policy
 - vii) Transparency Code for Smaller Authorities
 - viii) ICO Model Publication Scheme & Information Publication Policy and fees
 - ix) Data Policies, Cookie, Retention & Privacy
 - x) Grants and Donations Policy
 - xi) Safeguarding Policy
- 9. To discuss forming or keeping committees, panels or working groups for 2024-2025 eg: Employment Panel**
- 10. To review the Standing Items on the agenda:-**
 - i) Road Closure

- ii) A dedicated bus route
 - iii) Speeding in the Village
 - iv) A tree for every household
11. To (re)appoint new councillor(s) to maintain the Parish Council Defibrillator
 12. To review training needs for Councillors
 13. To (re)appoint a Councillor to review financial accounts prepared by the RFO each quarter
 14. To discuss & approve Bankers for 2024-25 (RFO recommends continuing with Unity Bank Online)
 15. To discuss & approve Internal Auditor for 2024-25 (RFO Recommends keeping Heelis & Lodge)
 16. To discuss & approve Workplace Pension Scheme for 2024-2025
 17. To review and approve Internal Auditor Report for 2023-2024 accounts (no recommendations)
 18. To review & approve the Annual Governance & Accountability Return Section 1 (Resolution required)
 19. To review & approve the Annual Governance & Accountability Return Section 2 (Resolution required)
 20. To review & approve the Certificate of Exemption
 21. To confirm regular payments that will be made over £100 during 2024-2025:-
 - i. Clerk Monthly Wages £396.15
 - ii. SALC Annual Membership Fees up to £350
 - iii. Zurich Insurance up to £260
 - iv. MSDC Annual Litter and Dog Bin up to £300
 22. Planning & Governance Consultations
 - i) BMSDC Hackney Carriage Consultation - 4th June
 - ii) National Grid, Norwich to Tilbury - 18th June
 23. Finance
 - a) Current Bank Balances as at 31st March 2024:-
 - Current Account = £909.41
 - Savings Account = £13966.04
 - Barclays residual = £00.04
 - b) Known Income received as at 30th April 2024 –
 - i. BMSDC Precept - £5798.01
 - c) To confirm payments made since 8th April 2023 meeting
 - i. SALC Annual Membership - £323.07
 - ii. SALC Payroll - £54.00
 - iii. Zurich Insurance - £257.60
 - iv. Clerk Wages April - £396.15
 - d) To approve payments for authorisation (Resolution required)
 - i. Clerk Wages for May - £396.15
 - ii. Clerk Mileage, Expenses & Office Allowance - £101.00
 - iii. Heelis & Lodge (Internal Auditor) - £130.00
 - e) To discuss and decide on the Offton & Willisham Village Hall Grant application of £800 which would be over the 2024-2025 budget by £100
 - f) To confirm transfer of £500 from the current account to reserves following the end of the 2023-24 financial year

item 23 to be heard without the public due to meeting exemption within the Openness of Local Government Bodies Act 2014 s.1.2.

24. To discuss and approve Clerk holiday request

25. Next meeting date:

For item 6 Proposed Meetings Dates:-

Monday 8th July 2023

Monday 2th September 2023

Monday 4th November 2023

Monday 6th January 2024

Monday 3rd March 2024

Monday 6th or 12th May 2024 for Annual Council and APM