



Suffield Parish Council

NOTICE OF MEETING & SUMMONS TO ATTEND

THE ANNUAL MEETING OF SUFFIELD PARISH COUNCIL WILL BE HELD AT SUFFIELD VILLAGE HALL 17th May 2023 at 7.00pm

In the interests of openness and transparency, councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council

AGENDA

1. To elect the Chairman of the Council for 2023/24
2. To receive the Chairman's Declaration of Acceptance of Office
3. To confirm receipt of Councillors' Declarations of Acceptance of Office and to set a date for any outstanding Declarations
4. To Note date for completion of Register of Interests Forms
5. To receive apologies for absence.
6. To receive members' declarations of interest in agenda items and requests for dispensation
7. To elect a Vice Chairman
8. To confirm minutes of the meeting of the Parish Council held on 15th March 2023
9. To receive information on matters arising not listed elsewhere on the agenda
10. Reports from County and District Councillors
11. To adjourn the meeting to allow members of the public to speak

SUFFIELD PARISH COUNCIL

Wendy Murphy, Clerk of the Council, 3 Mead Close, Buxton, Norfolk, NR10 5EL

email suffield.p.council@gmail.com

www.suffieldpc.co.uk

12. Finance:

- (i) To approve the accounting statement and Annual Governance statement for year ending 31st March
- (ii) To sign the AGAR exemption certificate for 2022/2023
- (iii) To discuss and authorise internal auditor for 2023/2024
- (iv) To discuss Financial Targets and plans for the forthcoming year
- (v) To approve insurance for 2023-2024
- (vi) To approve any account for payment

13. To adopt Policies

- (i) Financial Regulations
- (ii) Data Protection Privacy Notice
- (iii) Suffield Standing Orders
- (iv) Civility Respect, Roles and Responsibilities
- (v) LGA Code of Conduct
- (vi) Complaints Procedure
- (vii) GDPR Policy

14. To receive update on second defibrillator installation

15. Discuss letter received from Richard Seaman re Bunnyards Loke/ Prykes Loke

16. FOOTPATHS/HIGHWAYS –

- (i) To discuss the SAM2 – any update
- (ii) To discuss the triangle – any update

17. Reports from Groups

18. Councillor Training

19. To note items of information / future agenda

To confirm date of next meeting

Wendy Murphy, Clerk of the Council

11th May 2023

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