

MEETING SUMMONS

Tunstall Parish Council

All Parish Councillors
are hereby summoned, and notice is given that an
Extraordinary Meeting of Tunstall Parish Council will be held on
Monday 18th December 2023 at 7pm in the **Midwinter Room** at **St
John the Baptist Church**
when it is proposed to transact the following business:

AGENDA

1. TO ELECT CHAIR

2. CHAIR'S ANNOUNCEMENTS

3. APOLOGIES FOR ABSENCE

To receive and accept apologies for absence.

4. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

To receive declarations of interest.

5. DRAFT MINUTES

To sign and approve the minutes of the meeting of 23rd January 2023

(Attachment 1)

6. WARD COUNCILLORS

To receive updates from county and borough members. Each member is asked to provide a written report ahead of the meeting and is limited to 3 minutes speaking time.

7. COUNCILLOR VACANCIES

To note update on councillor vacancies.

8. LOCUM CLERK COVER

To receive update.

9. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2021-22

a) To consider and approve the internal audit report for 2021-22.

(Attachment 2)

b) To consider and approve the statement of internal control for the year ending 31st March 2022.

(Attachment 3)

- c) To approve the Annual Governance Statement for 2021-22 Section 1 of the AGAR for the year ending March 2022.

(Attachment 4)

- d) To Approve the Accounting Statement for 2021-22 Section 2

(Attachment 4)

10. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2022-23

- a) To consider and approve the internal audit report for 2022-23.

(Attachment 5)

- b) To consider and approve the statement of internal control for the year ending 31st March 2023.

(Attachment 6)

- c) To approve the Annual Governance Statement for 2022-23 Section 1 of the AGAR for the year ending March 2023.

(Attachment 7)

- d) To Approve the Accounting Statement for 2022-23 Section 2

(Attachment 7)

- e) Risk Assessment - to approve annual risk assessment review

(Attachment 8)

11. FINANCE

- a) To consider closure of remaining Barclays Bank account and transfer funds to Unity Trust Bank.

- b) To review signatories on bank accounts and approve any changes.

- c) To note payments made year to date:

Staff Cost – Various	£3546.99
Litterpicking	£668.02
Insurance	£717.19
Bank Fees – Unity Trust Bank	£36
HMRC	£200
Lionel Robbins – Audit	£120
Waveney IT – mailboxes	£348.94
SBC Election Costs	£149.07
Poppy Appeal – wreath	£50

- d) To receive and approve bank reconciliation as at 31st October 2023

(Attachment 9)

- e) To receive and approve budget position as at 31st October 2023

(Attachment 10)

12. GOVERNANCE AND ADMINISTRATION

- a) To note action plan in place for Annual General Meeting updates.

- b) To consider meeting dates for 2023-24.

- c) To consider policy for responding to planning applications to meet the 21-day deadline.

- d) To review clerk position and consider next steps.

13. BUDGET AND PRECEPT 2024-25

To agree budget and precept for 2024-25

14. EXTERNAL MEETINGS ATTENDED

- a) KALC Swale Area Committee –
- b) Western Area Committee –
- c) Swale Joint Transportation Board –

15. FUTURE EXTERNAL MEETINGS

16. PLANNING APPLICATIONS FOR CONSIDERATION

17. VILLAGE EVENTS

- a) To receive update.

18. SPEEDWATCH

- a) To receive updates.

19. CORRESPONDENCE AND MATTERS FOR INFORMATION

- a) To note correspondence received.

20. BUDGET AND PRECEPT 2024-25

To agree budget and precept for 2024-25

Julie Miller Locum Clerk to Tunstall Parish Council 13th December 2023