

NOTICE IS HEREBY GIVEN, that all members of the Parish Council are hereby summoned to attend the Annual General Meeting of Great Barton Parish Council, which will be held on **Monday 20th May 2024 commencing at 7.30pm in the Community room, Village Hall.**

The Council, members of the public and press are welcome to attend and may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded. The minutes and all public documents associated with this agenda will be published on the website. Members of the public will be invited to give their views/question to the Parish Council on issues on the agenda or raise issues for consideration or inclusion at future meetings. This item will be limited to 10 minutes duration but may be extended at the discretion of the Chairman. To view associated papers/information please use the following web-link: <http://greatbarton.suffolk.cloud/parish-council/meeting-dates/>

AGENDA

1.	PROCEDURAL INFORMATION FOR THE COUNCIL'S ANNUAL MEETING (a) To elect a Chairman (b) To receive the Chairman's acceptance of office and updated register of members interest form (c) To elect a Vice-Chair (d) To receive any updates to Councillors registers of members interest's forms (e) To appoint a responsible financial officer and internal auditor
2.	Chairman's welcome , reminder about the filming of meetings and to receive apologies for absence i) To receive members Declarations of Interest – Members are reminded of their responsibility to declare any pecuniary or non-pecuniary interests which they have in any item of business on the agenda no later than when that item is reached &, when appropriate, to leave the meeting prior to discussion and voting on the item. (ii) Council to consider any new written requests for dispensation and/or requests which have been received prior to the meeting
3.	Open public session – 10 minutes
4.	To receive County Councillor's report from Rebecca Hopfensperger
5.	To receive Borough Councillor's reports from Sarah Broughton and Rebecca Hopfensperger
6.	To approve & adopt the minutes of the Full Council meetings held on Monday 15th March 2024
7.	To approve & adopt the minutes for the Planning Committee meeting held on Monday 8th April and Thursday 25th April 2024. Council to review the completed planning applications list from West Suffolk Council.
8.	Planning DC/23/0796/VAR – Windslade, The Park, Great Barton – Discharge of conditions DC/24/0549/HPA – Highfields, Nacton Lane, Great Barton – Single storey rear extension DC/24/0530/CLP – 46 Conyers Way, Gt Barton - Lawful development certificate for siting a mobile home DC/24/0490/FUL – Jubilee Farm, Vicarage Farm Rd, Gt Barton – Change use from timber yard to farm shop
9.	Annual Governance and Accountability Return 2023/24 I) Council to consider, approve and sign the annual Governance ³ and Accountability Return 2023/24 section 1 The Annual Governance Statement II) Council to consider, approve and sign the Annual Governance and Accountability return 2023/24 Section 2 The Accounting Statement III) Confirmation of the dates for the exercise of public rights to approve the accounts 3/6/24 to 12/7/24 IV) Council to confirm transfer of the underspend from 2023/24 to small projects reserve V) Council to consider the Statement of Variances VI) Council to adopt the annual bank reconciliation
10.	Finance & Policy: a) Payment of Accounts and outstanding invoices - Approval of May 2024 payments schedule, 2 Councillors to approve the authorisation sheet and initial invoices. b) Consider the list of Councils aggregate receipts and payments for the financial year 2023/24 c) Financial report from the Responsible Financial Officer including details of reserve budgets and spending against them, checking of monthly bank reconciliations for April 2024, VAT reclaim amount and any items arising from risk assessments d) Council to consider closing the Coronation reserve and transferring funds as all expenses now paid

- e) Council to consider a grant request from Holy Innocents Church
- f) Council to consider transferring funds to the savings account
- g) Grass cutting Conyers Green and consider covering expenses of volunteers
- h) Council to consider costs for using historic photographs in the newsletter and on the website
- i) Update on the costs of the village gates project

11. **Good Governance – CONTINUING PROCEDURAL ITEMS FOR THE COUNCIL'S ANNUAL MEETING:**

- A) Review of nominations to existing committees, appointment of Chairman, their terms of reference, determine if the public can participate, whether Chair and Vice-Chair are ex-officio members & whether they have voting rights, notice requirements and quorum (no less than 3) and their delegated arrangements: Planning, Suffolk Association of Local Councils representative (1) Village Hall representatives (2) , Bank signatories, Triangle Development working group, Personnel (3), Tree Specialist & deputy, Emergency Plan representative (1), Icepits Wood, Finance, the representative for the Edwards and Calthorpe Educational Trust (G James) and to discuss the appointment of a Safeguarding Officer.
- B) Appointment of any new committees, confirmation of their terms of reference, number of members, determine if the public can participate, place of meeting, notice requirements, whether Chair and ViceChair are ex-officio members & whether they have voting rights, quorum (no less than 3) and receive nominations to them
- C) Review of the council's and employees' memberships of other bodies – Suffolk Association of Local Council's, Community Action Suffolk and Society of Local Council Clerks
- D) Consider renewing by resolution the approval of the use of a variable direct debit to pay the emergency telephone line at the Village Hall, St Edmundsbury Borough Council bin emptying, Information Commissioners Office (Data Protection), O2 (Clerk's mobile provider), Propel Finance (Clerks telephone), HMRC PAYE, County farms for the lease of land on Green Lane for allotments & lease of land north of Icepits wood. The use of a fixed Standing Order to pay the Clerk's salary
- E) Review of Standing Orders and Financial Regulations
- F) Review of the asset register
- G) Review of Councils Advertising policy
- H) Review of Councils Reserves policy
- I) Re-adoption of the LGA Code of Conduct
- J) Review of pension provision – confirmation that in line with their pension responsibilities a re-declaration of compliance has been completed with The Pensions Regulator
- K) Review of effectiveness and scope of the internal audit and internal control

12. **Non-financial items:**

- Jubilee Farm
- D- Day fish and chip supper
- Progress on Cox Lane to Icepits footpath

13. Pill box – dog waste being thrown inside

14. **Chairman's and Councillor's Reports**

15. **Correspondence not covered elsewhere on the agenda**

16. **Items to be carried forward to next meeting**

17. **Closing public session**

Date of next meeting – Monday 17th June 2024 at 7.30pm

Amanda Jackson

Clerk for Gt Barton Parish Council

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