

FELTHORPE PARISH COUNCIL – A SUMMONS

To all Members of the Council

**The Annual Parish Council meeting of Felthorpe Parish Council will be held at
Felthorpe Pavilion on Tuesday 7 May 2024
on the rise of the Annual Parish Meeting (approximately 8.15pm)**

AGENDA

- 1. To elect a Chairman for the forthcoming year**
-Chairman to sign acceptance of office form
- 2. Chairman’s Welcome and to receive and consider apologies for absence**
- 3. To receive members’ declarations of interests and consider requests for dispensations**
- 4. To elect the vice-Chairman for the forthcoming year**
- 5. To ratify the minutes of the meeting held on 1 April 2024**
- 6. To receive information on matters arising from the minutes not covered elsewhere on the agenda**
- 7. To receive reports from District and County Councillors**
- 8. To consider and confirm the following policies:-**
 - 8.1 Code of Conduct
 - 8.2 Standing Orders
 - 8.3 Financial Regulations (defer – updated version due from NALC)
 - 8.4 Internal Controls
 - 8.5 Review of Effectiveness of Internal Audit
- 9. To agree appointments to portfolio holder roles**
Traffic and Highways
Finance and Communications
Amenities and Assets
Recreation Ground
Planning
Data Protection
- 10. To note / agree actions for the following correspondence**
 - 10.1 To note response from the Bishop of Norwich
 - 10.2 Western link mitigation
 - 10.3 **To consider time sensitive correspondence received since publication of agenda**
- 11. To consider planning applications**
 - 11.1 2024/0954, Tree Tops Hall Lane Felthorpe - Raise roof in order to create additional accommodation with installation of dormer windows

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- 11.2 **To consider time sensitive applications received since publication of agenda**
- 11.3 **To ratify planning responses sent since the last meeting**
None
- 11.4 **To note the Enforcement Update**
- 12. To receive an update on the community litter pick**
- 13. To consider financial matters**
- 13.1 To agree to the following payments:
• Clerks Salary and Expenses (April) - £240.00 (SO of £166.40 paid on 1 May),
cheque for £73.60
• Mr Sibley (grounds maintenance) £301
• Clare Morton (internal audit) £50
• DM Payroll (annual cost) £120
- 13.2 To note Income:
Precept £5500.00
- 13.3 To receive the 2425 accounts and bank reconciliation to date
- 13.4 To agree which signatories will authorise payments on 8 May 2024
- 13.5 To receive bank reconciliation for 23/24
- 13.6 To receive the Internal Audit report
- 13.7 To consider and agree the annual governance statement 2023/24
- 13.8 To consider and agree the annual accounting statement 2023/24
- 13.9 To agree the exemption from external audit certificate
- 13.10 To note the date of elector rights to view the accounts
- 14. To receive an update on Highways matters and agree matters where required**
- 15. To arrange distribution of the speed reminder stickers**
- 16. To receive updates on Councillor portfolios / Village Matters (items for information only)**
- 17. To receive items for the next agenda**
- 18. To agree items for the next newsletter**
- 19. To confirm the date of the next meeting as Tuesday 4 June 2024**

Signed..... *S Blythe*.....
Sonya Blythe

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Clerk to the Council – 30 April 2024