

West Dereham Parish Council

The Annual Meeting of the Parish Council will take place on **Thursday 5th May 2022**, commencing at **7.00pm**, held in the **West Dereham Village Hall**. All Councillors are summoned to attend for the purpose of considering and resolving upon the business set out in the agenda below.

Members of the public and press are invited to attend to observe the meeting. Members of the public are invited to address Council at Item 6.

Sharon Sweet Sharon Sweet

Clerk to the Parish Council

Dated: 28.04.2022

AGENDA

1. To elect the Chair for the ensuing year
2. To elect a Vice-Chair for the ensuing year
3. Chair's welcome and update
4. To receive apologies for absence
5. To receive declarations of interest in items on the agenda and requests for dispensation
6. To approve the minutes of the ordinary meeting held on 7th April 2022
7. Clerk's Report, update on items not on this agenda (information only)
8. Open Forum for Public Participation: an opportunity to hear from members of the public, Borough Councillors and County Councillors
9. Correspondence (for information only)
10. To discuss the Financial Report for the Proposed Playground
11. To agree recommendations from the Jubilee working group (lighting of beacon at cemetery and jubilee trees with plaques), to include considering a budget for the work
12. To discuss the Parish Councillor vacancy on the Lovells Trust Charity
13. To receive the Information Audit
14. To agree the draft Privacy Notice
15. To consider a managed email service agreement
16. Planning:
 - a) To receive results of applications
 - b) To consider and comment on new applications received
17. Finance
 - a) To consider the Internal Auditors report for year ending 31 March 2022
 - b) To agree the accounts for year ending 31 March 2022.
 - c) To consider whether to exempt from an external audit and if so to authorise the Clerk and Chair to sign the form.
 - d) To consider the assertions on, and complete, the Annual Governance Statement 2021/22 and to authorise the Clerk and Chair to sign.
 - e) To consider and approve the Accounting Statements 2021/22 and to authorise the Chair to sign.

- f) To approve accounts up to 30.04.2022
- g) To note payments made since the last meeting
- h) To approve the payment of accounts up to 30.04.2022
- i) To note the receipts since the last meeting

18. To receive items for the next meeting agenda, to be held **Wednesday** 1st June 2022

19. **Resolve to exclude public and press in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, by reason of the confidential nature of the business to be transacted concerning staffing**