

BARTON BENDISH PARISH COUNCIL

The Annual Parish Council Meeting will be held on 8th May 2024 starting at 7.30pm in Barton Bendish Village Hall

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting. Members of the public and press are welcome to attend.

AGENDA

1. To elect Chairman for the ensuing year
2. To elect Vice Chairman for the ensuing year
3. To receive apologies for absence
4. To receive Declaration of Interests and any requests for dispensation
5. To agree the minutes of the last meeting on 13th March 2024*
6. Clerk Report (update on matters not elsewhere on this agenda)*
7. Public forum for members of the public to comment on agenda items, and updates from Borough and County Councillors
8. To elect representatives:
 - a. RAF Marham (1 co-ordinator for Family Day & Christmas meal)
 - b. Barton Bendish Poor's Charity (2 representatives of the Council Trustee)
9. To review and agree the insurance renewal £372.41 (year 2 of a 3 year agreement)
10. To review and agree Scribe accounting software renewal £179.57 (year 2 of a 3 year agreement)
11. To consider renewal of Norfolk ALC (incl. National ALC) membership £115.40 and website hosting £70.00
12. To consider £300 donation request from Group 4 News *
13. To consider organising community litter pick*
14. To consider a request from the Clerk for training - [Principles of Internal Auditing Local Councils](#) £144
15. To note parish CIL report return for 2023-24*
16. Finance
 - Year-end accounts 2023-24
 - a. To consider the [Internal Auditors report](#) for year ending 31 March 2024 (including [AGAR page 4](#))
 - b. To agree the accounts for year ending 31 March 2024*
 - c. To consider whether to exempt from an external audit and if so to authorise the Clerk and Chairman to sign the form
 - d. To consider the assertions on, and complete, the Annual Governance Statement 2023/24 and to authorise the Clerk and Chairman to sign*
 - e. To consider and approve the Accounting Statements 2023/24 and to authorise the Chairman to sign
 - 2024-25
 - a. To consider an instant access savings account with Unity Bank Account interest rate - 2.77% (Internal Audit recommendation) and, if agreed, transfer all [earmarked reserves](#) to this savings account
 - b. To authorise payments and note any monies received*
 - c. To review and sign cash book reconciliation*
17. To consider Planning Protocol (internal audit recommendation, scheme of delegation) *
18. To consider planning applications received from the Borough Council. Any applications received after the issuing of this agenda will also be considered at the meeting: none
19. To note planning decisions from the Borough Council of King's Lynn and West Norfolk: none
20. To receive items for inclusion on the next agenda
21. To confirm date of next meeting as **Wednesday 10th July 2024** 7.30pm Barton Bendish Village Hall