



## Annual meeting of Newton Flotman Parish Council

I hereby give notice of a meeting of Newton Flotman Parish Council and summon members to attend.

The meeting will be held on **21 May 2024, Church Room, Newton Flotman, 7:30pm**

**MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND**

María Hutson

15 May 2024

**Clerk to the Parish Council**

### Agenda

- 1) To elect the chairman – chairman to sign the declaration of acceptance of office
- 2) To elect the vice-chairman
- 3) To consider accepting apologies for absence
- 4) To receive declarations of interest on items on the agenda and consider any requests for dispensations
- 5) To approve and confirm minutes of the last full council meeting on 30 April 2024
- 6) Matters arising from previous minutes
  - Public Participation – an opportunity for the public to ask questions or to make comment and for any District or County Councillor reports
- 7) To review the delegation arrangements to the Clerk
- 8) To nominate a Councillor to review the cash book, payments and receipts and bank reconciliation for the forthcoming year
- 9) To review any correspondence received (that is not already on the agenda) – **for information only**
- 10) Councillor updates (to hear reports from Councillors on any parish activity they have undertaken since the last meeting, and which is not on the agenda) – **for information only**
- 11) Regular Items – to receive any updates and to agree any necessary action in relation to:
  - a) Highway issues
  - b) Newton Flotman Village Centre & Alan King Playing Field
  - c) Church activities
  - d) Patient Participation Group
  - e) Youth Club
  - f) Neighbourhood Plan
- 12) To receive an update on D day celebrations
- 13) Periodic items
  - a) To consider the insurance renewal
  - b) To consider bronze subscription renewal with Community Action Norfolk – £20
  - c) To consider the revised Standing Orders
  - d) To consider the revised Financial Regulations
  - e) To agree the Parish Council objectives for the forthcoming year.
- 14) Finance
  - a) To consider the Internal Auditor's report for year ending 31 March 2024
  - b) To agree the accounts for year ending 31 March 2024
  - c) To consider the assertions on, and complete, the Annual Governance Statement 2023/24 and to authorise the Clerk and Chairman to sign
  - d) To consider and approve the Accounting Statements 2023/24 and to authorise the Chairman to sign.
  - e) To note receipts and payments made since the last meeting
  - f) To agree invoices for payment
- 15) Planning
  - a) To consider any planning applications that may be received after the publication of the agenda.
  - b) To note any planning decisions made
- 16) To note the date of the next meeting Parish Council Meeting – Tuesday 25<sup>th</sup> June, Newton Flotman Village Centre, 7:30pm