

# BURSTALL ANNUAL PARISH COUNCIL MEETING

Wednesday, 10<sup>th</sup> May 2023

To All Parish Councillors

You are hereby summoned to attend the Annual Parish Council meeting to be held on **Wednesday, 10<sup>th</sup> May 2023**, scheduled for 7.30pm, when the following business will be transacted.

The start time may be delayed as the Annual Parish Meeting is to be held immediately before this meeting.

*Mrs S Frankis*

Mrs S Frankis, Clerk to the Parish of Burstall, RFO & Proper Officer

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## AGENDA

- 1 **ELECTION of the Chair**, including the signing of the Declaration of the Acceptance of Office
- 2 **ELECTION of the Vice-Chair**
- 3 **APOLOGIES**: to RECEIVE and APPROVE apologies for absence
- 4 **CO-OPTION**: To AGREE to co-opt a new member to fill an ordinary vacancy
- 5 **DISPENSATIONS**: to RECEIVE any Declarations of Interest or to APPROVE such dispensation requests

Public Forum:

- 6 **COMMENTS**: to CONSIDER comments from residents of the Parish on current agenda items
- 7 **REPORTS**: to RECEIVE the reports from the County and District Cllrs
- 8 **MINUTES**: to RECEIVE and CONFIRM the minutes of the Parish Council meeting held 13<sup>th</sup> March 2023
- 9 **MATTERS ARISING**: to CONSIDER matters arising from the minutes of the Parish Council meeting held 13<sup>th</sup> March 2023
- 10 **APPOINTMENT OF RFO**: to CONFIRM the continuing appointment of the Clerk to the Council as the Responsible Financial Officer
- 11 **ROLES AND RESPONSIBILITIES**: to CONFIRM the roles and responsibilities of Parish Councillors, including appointments to external bodies

- 12 To **RECORD** the Council's eligibility to use the General Power of Competence
- 13 **PLANNING:** to CONSIDER planning matters, and to AGREE any actions
- 14 **CORONATION COMMEMORATION:** To AGREE permanent commemoration for the Coronation of King Charles III
- 15 **FINANCE:**
- i) to APPROVE the following payments:
 

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|---|---------|
| P1. Coddensham Parish Council (LGA 1972, s139)            | £33.33  |
| P2. Burstall Village Hall (LGA 1972, s139)                | £172.00 |
| P3. Sproughton Parish Council (LGA 1972, s139)            | £200.00 |
| P4. Gipping Press (LGA 1972, s139)                        | £65.00  |
| P5. Nosegay (LGA 1972, s139)                              | £420.00 |
| P6. Mrs S Frankis, March Salary (LGA 1972, ss101,111,112) | £330.14 |
| P7. SALC (LGA 1972, s139)                                 | £145.78 |
| P8. Mrs S Frankis / HP Ink (LGA 1972, s139)               | £2.99   |
| P9. Zurich Municipal (LGA 1972, s139)                     | £241.00 |
  - ii) to AGREE the March and April 2023 Budget and Precept Reports
  - iii) to AGREE the Year End Accounts, including the Asset Register 31 March 2023
  - iv) to ALLOCATE the General Fund 31 March 2023
  - v) to AGREE SALC 2023/24 membership
  - vi) to AGREE reimbursement to the Clerk for broadband expenses
  - vii) VAT reclaim £15.71
- 16 **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2023/23:**
- i) to AGREE Sections 1 and 2
  - ii) to CERTIFY the Parish Council meets the criteria to certify itself exempt from a Limited Assurance Review and to AGREE to complete the Certificate of Exemption
- 17 **INSURANCE COVER:** the annual review of risk and adequacy of insurance cover
- 18 **ANNUAL INTERNAL AUDIT:** to RECEIVE the Heelis & Lodge Internal Audit Report
- 19 **NEXT MEETING:** to CONFIRM the date and time of the next Annual Parish Council meeting, 12<sup>th</sup> July 2023
- 20 **MATTERS RAISED BY MEMBERS:** to CONSIDER matters raised by members