

# ANNUAL BURSTALL PARISH COUNCIL MEETING

Wednesday, 8<sup>th</sup> May 2024

To All Parish Councillors

You are hereby summoned to attend the Annual Parish Council meeting to be held on **Wednesday, 8<sup>th</sup> May 2024**, scheduled for 7.30pm, when the following business will be transacted.

*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 **DISPENSATIONS**: to **RECEIVE** any Declarations of Interest or to **APPROVE** such dispensation requests  
  
Public Forum:
- 5 **REPORTS**: to **RECEIVE** the reports from the County and District Cllrs
- 6 **COMMENTS**: to **CONSIDER** comments from residents of the Parish on current agenda items
- 7 **MINUTES**: to **RECEIVE** and **CONFIRM** the minutes of the Parish Council meeting held 13<sup>th</sup> March 2024
- 8 **MATTERS ARISING**: to **CONSIDER** matters arising from the minutes of the Parish Council meeting held 13<sup>th</sup> March 2024
- 9 **PLANNING**: to **CONSIDER** planning matters, and to **AGREE** any actions, including -  
National Grid: Bramford to Twinstead Statutory Consultation (deadline for submissions 18 June 2024)
- 10 **FINANCE**:
  - i) to **APPROVE** the April and May 2024 Schedules of Payments
  - ii) to **AGREE** the March and April 2024 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
- 11 **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2023/24**
- 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
- 12 **INTERNAL AUDIT**
- i) to **RECEIVE** the Internal Audit Report
  - ii) to **RECEIVE** and **AGREE** the 2023/24 Internal Action Plan
  - iii) to **REVIEW** the Effectiveness of Internal Audit 2024
  - iv) to **APPOINT** the 2024/25 Internal Auditor
- 13 **APPOINTMENT OF RFO:** to **CONFIRM** the continuing appointment of the Clerk to the Council as the Responsible Financial Officer
- 14 **ROLES AND RESPONSIBILITIES:** to **CONFIRM** the roles and responsibilities of Parish Councillors, including appointments to external bodies
- 15 **INSURANCE COVER:** the annual review of risk and adequacy of insurance cover
- 16 **SPROUGHTON BURIAL GROUND:** to **AGREE** to terminate the Sproughton Parish Council and Burstall Parish Council 'AGREEMENT' regarding burial rights at Sproughton
- 17 **NEXT MEETING:** to **CONFIRM** the date and time of the next Parish Council meeting, 10<sup>th</sup> July 2024
- 18 **MATTERS RAISED BY MEMBERS:** to **CONSIDER** matters raised by members, including agenda items for the next meeting

Sue Frankis, Clerk to the Parish of Burstall

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