

## **Meeting Notice and Agenda** (published 22<sup>nd</sup> May 2024)

The Annual Parish Council Meeting / AGM of Emneth Parish Council

Tuesday 28th May 2024 at 6.30pm at Emneth Central Hall

All councillors are summoned to attend the next meeting of the parish council. This is an open meeting and the press and public are both welcome. There is an Open Forum for public participation at every meeting when members of the public are invited to address Council Members relating to council matters. The press and public are not permitted to take part in the debates during the meeting.

*Kate Bennett* - 22<sup>nd</sup> May 2024

### **Agenda – Annual Parish Council Meeting / AGM**

1. Welcome
2. To receive nominations for and elect a Chairman for the incoming municipal year 2024 2025
3. Chairman to sign a Declaration of Acceptance of Office form
4. To receive nominations for and elect a Vice-Chairman for 2024 2025
5. To receive and approve apologies for absence
6. Members Code of Conduct: Members to review their Register of Interests forms and return to the Clerk with any alterations (if necessary) within 28 days of this meeting
7. To declare any pecuniary interests in any items on the agenda and consider any written requests for dispensations<sup>1</sup>
8. Open Forum for public to address the Council (fifteen minutes only)
9. To approve<sup>2</sup> the Minutes of the last meetings held on 30th<sup>th</sup> April 2024
10. Clerk to provide an update on any matters not on this month's agenda (if necessary)
11. To consider Council Governance
  - a) To resolve to approve the Council's Standing Orders for 2024 2025 including Members' Code of Conduct
  - b) To resolve to adopt updated Financial Regulations for 2024 2025
  - c) To resolve to adopt an updated Risk Management Policy for the Council
  - d) To resolve to adopt an updated Safeguarding Policy for the Council
  - e) To consider and approve the asset register and the annual parish council insurance renewal for 2024 2025
  - f) To resolve to elect signatories on the bank account for 2024 2025
  - g) To resolve to approve meeting days to be on the last Tuesday evening of each month at 6.30pm (except in December) as advertised on the website
  - h) To consider and approve the 2023 2024 Summary of Receipts and Payments
  - i) To consider and complete Section 1 of the Annual Governance and Accountability Return 2023 2024
  - j) To resolve to approve Section 2 of the Annual Governance and Accountability Return 2023 2024: Accounting Statements

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<sup>1</sup> A dispensation form should be requested from the Clerk before the meeting dates to be considered by Full Council prior to the start of the next meeting

<sup>2</sup> To be signed and initialled by the Chairman

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Parish Clerk: Kate Bennett

07825 634 672

[clerkemnethparish@hotmail.com](mailto:clerkemnethparish@hotmail.com)

- k) To appoint representatives on the following Working Party Groups: a) Finance, b) Cemetery (to include the possible purchase of further burial ground) c) Former canal towpath and d) Allotments
- l) To appoint representatives on outside bodies: a) Emneth Central Hall Management Committee, b) the Playing Field Committee and c) Police
- 12. Finance
  - a) To resolve to approve all payments<sup>3</sup> since last meeting
  - b) To note income since last meeting
  - c) To note bank account balances
  - d) Two councillors to view the bank statements<sup>4</sup>
- 13. Parish Matters
  - a) To note Clerk's annual leave dates
  - b) To discuss the legal requirements for *accessibility* to the Council's website
  - c) To discuss the D-Day 80 commemoration: 6<sup>th</sup> June 2024
  - d) To resolve to sign the West Norfolk Community Cycle Storage Grant Acceptance Form
  - e) To provide an update on the provision of a Council Facebook page
  - f) To provide an update on the removal of the stile at the old canal towpath
  - g) To consider the provision of a bus shelter at Hollycroft Road (Fendyke Road stop)
- 14. To consider any Planning matters
- 15. To consider any Cemetery matters
  - a) To discuss installing bird boxes, bat boxes and / or hedgehog boxes
- 16. To consider any Allotment Land issues
  - a) To note the contents of the Red Book Valuation from Maxey Grounds
  - b) To consider renewing all allotment tenancies
- 17. To consider any Playing Field matters
  - a) To provide an update on amendments to the lease (Councillor Groves)
  - b) To discuss scraping and levelling off the car park (Councillor McCourt)
- 18. General Correspondence
- 19. To receive a report from the Borough Council
- 20. To receive a report from the County Council
- 21. Items for the next agenda
- 22. To consider excluding the public and the press under the Public Bodies (Admissions to Meetings) Act 1960 due to the confidential nature of the items to be discussed (if necessary)
  - a) To report any updates from the Parish Council's solicitor regarding land at Grays Lane
- 23. To note the date of the next parish council meeting: Tuesday 25<sup>th</sup> June 2024 at 6.30pm at Central Hall

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<sup>3</sup> Payments list to be initialled by the Chair

<sup>4</sup> Bank statements to be initialled by the councillors considering them

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