

Earsham Parish Council

Clerk: Mrs. Lynda Ling, 61 Jays Green, Harleston, Norfolk IP20 9HH
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Notice of Meeting

To Members of the Public and Press,

You are cordially invited to attend a meeting of Earsham Parish Council which will be held the Village Hall on Wednesday 29th May 2024 at 7.45pm to consider the business detailed below and there will be an opportunity for public participation after Agenda item 4 and 11

Signed: *Lynda Ling*
Parish Clerk

Date: 21st May 2024

AGENDA

1. Election of Chairman and Vice-Chairman

- a) To elect a Chairman for the coming year
- b) To receive the Chairman's Declaration of Acceptance of Office (if appropriate)
- c) To elect a Vice Chairman for the coming year

2. Apologies from members unable to attend

3. Declarations of interest, in particular matters to be raised at this meeting

- To note any declarations of members pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda
 - a) To consider any dispensation requests

4. Resolution to approve the Minutes of previous meetings

- Parish Council meeting held on Wednesday 27th March 2024

The meeting will be adjourned for public participation for items to be discussed on the Agenda only (maximum 10 minutes)

5. Reports/Protocols/Consultations

- Police, District and County Councillors
- Chairman and Parish Councillors
- Clerks Report

6. Village Items – Update on all village items, including the WW1 Commemorative Plaque, Signpost, etc. plus: -

- a) Report from the Speed Watch group
- b) Discussion on Emergency Action Plan, agree any changes and how to progress the Plan
- d) Drainage channel and car park resurfacing update and to discuss and consider new quotes provided by Waterfields for surface redressing. Should agreement be reached on project costs of £12,010, to agree which reserve headings the monies will come from.
- e) Any updates on A143 speeding and any other actions relating to same
- f) Discussion on D-Day 80th Anniversary 2024 – discussion on any plans for the commemoration of this event on 6th June 2024

- g) Go For It Grant – use of £300 grant for planting scheme/discuss which plants to purchase

7. Planning Applications – None

8. Finance and Governance–

- a) Approval of items of expenditure invoiced since the March 2024 meeting and note balances
- b) To resolve to agree the 2023/24 parish accounts
- c) To resolve to note the Internal Auditors Report 2023/24
- d) To resolve to agree to sign off Section 1 of the AGAR Annual Return – Annual Governance Statement 2023/24
- e) To resolve to agree to sign off Section 2 of the AGAR Annual Return – Accounting Statements 2023/24
- f) To resolve to agree to the dates for the publication of the Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return – Monday 3rd June 2024 to Friday 13th July 2024
- g) To resolve to consider and agree recommendations from the Finance and Staffing Working Group for the following:-
 - Agreement on new signatories for Parish bank accounts
 - Agreement to start using online banking
 - Agreement to apply for a debit card in Earsham Parish Council's name
- h) Review and agree Model Standing Orders
- i) Review and agree Model Financial Regulations
- j) Review and agree Risk Assessments – General, Financial and Management
- k) Resolution to agree quotes received for village works to include the cleaning of the war memorial and tidying up of war memorial area

9. Playing Field/Play Equipment/Bowls and Football Clubs/Allotments

- a) Update on allotments – to discuss clearer division and numbering plus tidying of allotment plots
- b) Play equipment - consider a quote for repairing the damage on the rotunda (cost of £384.43) and agree any future repairs (as found in the Play Inspection Report dated March 2024)
- c) Football Club – early stages of looking for sponsorship, some thoughts towards sponsorship boards would be welcomed

10. Significant Correspondence – Forwarded to Councillors

11. Business for the next meeting

The meeting will be adjourned for public participation (maximum 10 minutes)

12. Confirmation of the date of the next meeting – Wednesday 31st July 2024 at 7.30pm in the Village Hall, Earsham