

Spexhall Parish Council

Members are summoned to the Annual Meeting of the Parish Council which will be held on Thursday, May 9th 2024 in the Village Hall, Spexhall after the Annual Parish Meeting at 7-30pm.

Members of the public and the press are welcome to attend and may ask questions on Agenda items in the Public Session (Item 8) otherwise they are respectfully requested to remain silent during the meeting. Councillors and the public are advised the law permits any person to film, record, photograph or use social media to report on meetings of the Council open to the public:

Signature: *Paul Widdowson*

Paul Widdowson, Clerk to the Council, 69 Dukes Drive, Halesworth, IP19 8DR:
Tel: 01986 872114: Email: spexhallparishclerk@gmail.com

Agenda:

- 1) **To elect a Chair for 2024-2025 and receive the Chair's Declaration of Acceptance of Office:**
- 2) **To elect a Vice-Chair for 2024-2025:**
- 3) **To appoint a Proper Officer and Responsible Finance Officer for 2024-2025:**
- 4) **Apologies:** To receive any apologies for absence.
- 5) **To receive Declarations of Interest and confirm all members have reviewed their Declarations of Interest Forms:** Councillors to declare any Pecuniary or Non-Pecuniary Interests. Members may subsequently declare an interest at any point in the meeting.
- 6) **Requests for dispensations:** Consideration of any requests for dispensation.
- 7) **To receive a report from the County and District Councillors:**
- 8) **Public Session:** Members of the public have fifteen minutes to ask questions on topics on the agenda.
- 9) **To agree the Minutes of the Meeting held on March 14th 2024:**
- 10) **Review of Standing Orders:** To consider and agree any changes needed:
- 11) **Review of Financial Regulations:** To consider and agree any changes needed:

- 12) **Suffolk Code of Conduct:** Councillors to review document and agree the Suffolk Code of Conduct for 2024-2025:
- 13) **To review progress in each section of the Council Action Plan:**
 - a. Road Safety,
 - b. Communications,
 - c. Accessibility,
 - d. Events,
 - e. Good Governance,
 - f. Planning,
 - g. Emergency Planning.
- 14) **Highways and Speeding:** Councillors to discuss speeding equipment.
- 15) **Road Sign Cleaning:** Councillors to discuss Road Sign Cleaning.
- 16) **Planning Matters:** To discuss and agree the following planning applications.
- 17) **Clerk's Report and Correspondence:** The Clerk to update the council on correspondence received and the administration of the council.
- 18) **Financial Report:**
 - a) **Balances at the Bank on April 31st 2024:** To receive an update on the current financial status.
 - b) **Payments and Receipts:** To review receipts and approve payments.
- 19) **Accounts year ending March 31st 2024:** Review of the Accounts for Internal Audit and any questions:
 - a) **To approve Section 1 of the Annual Return and sign declaration:**
 - b) **To approve Section 2 of the Annual Return and sign declaration:**
 - c) **To agree the accounts for the year ending 31st March 2024:**
 - d) **Acceptance of Financial Report and Year End Accounts:**
 - e) **To agree to a 'Limited Assurance Review' or to complete a 'Certificate of Exemption':**
- 20) **Acceptance of the Internal Auditors Report and to pay their invoice with any amendments:** Councillors to discuss and agree the Internal Audit Report.
- 21) **To decide the date and receive agenda items for the next Parish Council Meeting.**