

BUXHALL PARISH COUNCIL

Chairman: Councillor David Steed
Clerk: Tina Newell
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Councillors: You are hereby summoned and members of the press and public you are hereby invited to attend the Annual Meeting of the Parish Council on **Monday 9 May 2022 in Buxhall Village Hall** immediately following the Annual Parish Meeting at 7pm to consider the items set out below.

Any person who may find difficulty in access to the meeting through disability is asked to advise the Clerk at least 24 hours before the meeting so that every effort can be made to provide access.

AGENDA

1.	To elect a Chairman of the Council and receive the Chairman's declaration of acceptance to office.
2.	To elect a Vice Chairman of the Council.
3.	Apologies for absence: <ul style="list-style-type: none">a. Councillors to receive any apologies for absence.b. Councillors to vote on acceptance to apologies for absence.
4.	Declarations of Interest and Dispensation considerations: <ul style="list-style-type: none">a. To receive any Councillors interests in subsequent agenda items (members are reminded of <i>their</i> responsibility to declare any interest in respect of any matter contained or brought up in this meeting in accordance with the Councils Code of Conduct).b. To consider requests for dispensation.
5.	Minutes of previous meeting: To consider, approve and sign the minutes of the Parish Council meeting held on 4 April 2022.
6.	Public Forum: <ul style="list-style-type: none">a. To receive a report from District & County Councillor Penny Otton. .b. To receive comments or questions from members of the public in attendance.
7.	Planning: <ul style="list-style-type: none">a. To consider and agree a response to Mid Suffolk District Council on planning applications relating to Buxhall: None to consider.b. To note determinations made by MSDC since the last meeting:<ul style="list-style-type: none">i. DC/21/05938 Non material amendments Fasbourn Hall MSDC: GRANTED BPC: No objection
8.	Finance (supporting papers appended): <ul style="list-style-type: none">a. To receive and approve the finance report for the period ended 28 April 2022 including:

	<ul style="list-style-type: none"> I. Bank reconciliations II. Budget to actual payments and receipts III. Reserves <ul style="list-style-type: none"> b. To note receipts since the last meeting c. To consider and approve payments to be made by internet banking unless otherwise stated.
9.	<p>Governance (supporting papers appended):</p> <ul style="list-style-type: none"> a. To receive and agree the adoption of the new Local Government Association Model Councillor Code of Conduct. b. To review the Standing Orders and agree to adopt them with amendments. c. To review the Financial Regulations and agree to adopt them with no amendments. d. To consider the following Parish appointed positions: asset management officer, risk assessment officer, playingfield officer, road safety officer, footpath officer and tree warden. e. To review representations on external bodies. f. To review subscriptions to outside bodies. g. To review the Council's policies and procedures and agree adoption with no amendments (note: SALC are producing a Data Bank of policies and procedures). h. To review the Councils risk assessments. i. To approve the meeting timetable for 2022/23. j. To receive and adopt the Internal Audit report for the year ended 31 March 2022. k. To consider and approve the completion of the Annual Governance Statements (section one) for the year ended 31 March 2022 as per the Annual Governance and Accountability Return (AGAR). l. To consider and approve the Accounting Statements (section two) for the year ended 31 March 2022 as transposed on the AGAR. m. To certify Buxhall Parish Council is exempt from a limited assurance review and complete the Certificate of Exemption. n. To agree the dates for public inspection of the accounts as 13 June 2022 up to and including 22 July 2022.
10.	To receive an application to hire the playing field
11.	Any other Council business for information to be noted or for inclusion in a future agenda:
12.	To close the Meeting.

Tina Newell

Tina Newell; Clerk and RFO to the Parish Council

4 May 2022