



# Easton Parish Council

[www.eastonparishcouncil.co.uk](http://www.eastonparishcouncil.co.uk)

The Village Hall, Marlingford Road, Easton, Norfolk NR9 5AD

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**You are summoned to the Annual meeting of Easton Parish Council  
To be held on 23 May 2022 at 1.30pm  
At the Village Hall, Marlingford Road, Easton  
for the purpose of transacting the following business**

## **AGENDA**

### **1) Election of Chairman**

To nominate Chairman & sign the Declaration of Acceptance of office

### **2) Election of Vice-Chairman**

To nominate Vice-Chairman & sign the Declaration of Acceptance of office

### **3) Apologies for absence**

### **4) Declarations of interest**

Members should declare personal or prejudicial interests in any items on the agenda. It is a requirement of the Parish Council (Code of Conduct) that declarations from a Member include the nature of the interest and whether it is pecuniary or an interest other than pecuniary. In the case of a pecuniary interest being declared, the member must disclose the interest and withdraw from the meeting when the item is discussed.

### **5) New Councillor application and consider Co-option**

To consider application for Parish Councillor vacancy and co-option

### **6) Delegation of powers and continuation of quarterly meeting schedule**

To consider previously delegated powers and quarterly meeting schedule

### **7) Suspension of meeting for Public Participation**

Resolution to suspend the meeting to invite members of the public to speak

### **8) Minutes of the meeting held 17 January 2022** – for acceptance

### **9) Councillors' Reports** – to receive brief reports not on the agenda

### **10) Annual Review of documents**

a) **Annual Review of Standing Orders & Financial Regulations**– for consideration

b) **Annual review of financial risks & internal controls** – for consideration

c) **Annual review of asset register** – for consideration

d) **Annual review of insurance** – for consideration

e) **Communication Policy** – for consideration

f) **Social Media Policy** – for consideration

g) **General Privacy Policy** – for consideration

**11) Finance matters**

a) **Payment list to date** – for acceptance and approval

**12) End of Financial Year 2021/22**

a) **End of year 31 March 2022 reports** – for acceptance and approval

b) **Annual Internal audit report 2021/22** – for acceptance and approval

c) **Completion of Annual Return 31 March 2022** – for resolution

i) **Section 1 – Annual Governance Statement for Easton Parish Council**

ii) **Section 2 – Accounting Statements for Easton Parish Council**

**13) Updates**

a) **Planning matters**

b) **Other**

**14) Urgent Correspondence – if any**

**MAXIMUM EXPECTED MEETING TIME IS ONE AND HALF HOURS**