



Easton Parish Council

www.eastonparishcouncil.co.uk

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

Email: clerk@eastonparishcouncil.co.uk Tel: 07879379181

**You are summoned to the Annual meeting of Easton Parish Council
To be held on Tuesday, 7 May 2024 at 3.30pm
At the Village Hall, Marlingford Road, Easton
for the purpose of transacting the following business**

Gina Lopes

Clerk to Easton Parish Council

24 April 2024

AGENDA

1) Election of Chairman

To nominate Chairman & sign the Declaration of Acceptance of office

2) Apologies for absence

3) 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.

4) Delegation of powers and continuation of quarterly meeting schedule

To consider previously delegated powers and quarterly meeting schedule

5) Minutes of the meeting held 23 February 2024 – for acceptance

6) Councillors' Reports – to receive brief reports not on the agenda **5 MINS**

7) Annual Review of documents **20 MINS**

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

h) **Code of Conduct** – for consideration

8) Finance matters **20 MINS**

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

- b) **New bank signatories** – for resolution
- c) **Retention of Abzag, Planning support** – for resolution
- d) **Earmarked reserves** – for consideration
- e) **Charitable Trust Return & Trustees** – for acceptance and approval

9) End of Financial Year 2023/24 20 MINS

- a) **End of year 31 March 2024 reports** – for acceptance and approval
- b) **Annual Internal audit report 2023/24** – for acceptance and approval
- c) **Completion of Annual Return 31 March 2024** – for resolution
- i) **Section 1 – Annual Governance Statement for Easton Parish Council**
- ii) **Section 2 – Accounting Statements for Easton Parish Council**

10) Updates & any other matters 10 MINS

- a) **New Community Centre**
- b) **Planning matters**
 - i) Phase 2 contamination
 - ii) Retention of Brendon Lee of HCR solicitors as legal advisor and James Harrison of 4D Geo Limited
- c) **Other matters – if any**

11) Correspondence 5 MINS

- a) **Resident's email** - for consideration
- b) **Use of social media, Facebook, etc** – for consideration

12) Suspension of meeting for Public Participation 10 MINS

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

MAXIMUM EXPECTED MEETING TIME IS ONE & HALF HOURS