

BLYTHBURGH with BULCAMP & HINTON PARISH COUNCIL

Notice of Meeting

To members of the Council: Your attendance is required at the Annual Meeting of Blythburgh with Bulcamp & Hinton Parish Council which will be held in the Village Hall on

Wednesday 11 May 2022 at 19.00.

Alistair Besly, Parish Clerk

Reporting at Meetings.

Any person intending to report should advise the Clerk or Chairman before the meeting

AGENDA

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| 1 | Election of Chair | Cllr Orr-Ewing |
| 2 | Election of Vice Chair | Chair |
| 3 | Delivery of Acceptance of Office forms | Clerk |
| 4 | Attendees From the Council
From the Public | Chair |
| 5 | Apologies | Chair |
| 6 | Declaration of Interest | Chair |
| 7 | Public Speaking Members of the public may speak for 3 mins per subject at the discretion of the Chair | Chair |
| 8 | Co option of new member | Chair |
| 9 | Confirmation of Minutes To approve and sign the Minutes of the Parish Council meeting on 12 January 2022 | Chair |
| 10 | Reminder for Members to review and update their Register of Interests on the ESC website | Chair |
| 11 | Review of the Council's end of year accounts including:
Receipts and Payments summary
Asset Register
Reserves allocation
Year end Bank Reconciliation | Clerk |
| 12 | Review of the Councils expenditure incurred under s.137 of the Local Government Act 1972 | Clerk |
| 13 | Approve 2020/21 Certificate of Exemption (AGAR part 2 page 3) | Clerk |
| 14 | Review and approval of Annual Governance and Accounting Review (AGAR) | Clerk |
| 15 | Review and Approval of Internal Control Statement | Clerk |
| 16 | Approve Heelis and Lodge audit plan | Clerk |
| 17 | Review of delegation arrangements to staff - See Financial Regulations - <i>No Change proposed</i> | Chair |
| 18 | Review and adoption of standing orders and financial regulations - <i>No Change proposed</i> | Chair |
| 19 | Review of inventory of land and assets including buildings and office equipment; | Chair |
| 20 | Confirmation of arrangements for insurance cover in respect of all insured risks: summary to be circulated | Chair |
| 21 | Review of the council's and/or staff subscriptions to other bodies - <i>SALC, ICO</i> | Chair |
| 22 | Review of the council's complaints procedure - <i>No Change proposed</i> | Chair |
| 23 | Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 - <i>No Change proposed</i> | Chair |
| 24 | Review of the council's policy for dealing with the press/media - <i>No Change proposed</i> | Chair |
| 25 | Review of the Councils employment policies and procedures including:
Privacy Notice for Employees and officials - <i>No Change proposed</i>
Member/Officer Protocol - <i>No Change proposed</i> | Chair |
| 26 | Review of the Councils remaining policies and procedures including:
Code of Conduct - <i>New code proposed. to be circulated</i>
GDPR Management - <i>No Change proposed</i>
Privacy Notice General - <i>No Change proposed</i>
Risk Assessments and Safeguarding - <i>No Change proposed</i> | Chair |
| 27 | Finance Report and bank reconciliation May 2022 | Clerk |
| 28 | Payments Payments Schedule to be circulated with Finance Report | Clerk |
| 29 | Confirm the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council | Chair |
| 30 | Date of next meeting: | Chair |