

## Ashby St Mary Parish Council

Parish Council meeting

I hereby give notice of the Annual Parish Council meeting and summon members of the Parish Council to attend. The meeting will be held at Ashby and Thurton Village Hall, 8<sup>th</sup> May 2024 at 7:00pm

The press and public are warmly invited to attend.

Signed Mrs T Higlett - Clerk

1<sup>st</sup> May 2024

### AGENDA

1. To elect a Chairman for the forthcoming year and receive Chairmans declaration of acceptance of office.
2. To elect a Vice Chairman.
3. To co-opt onto the parish council
4. To consider apologies for absence
5. To receive declarations of Interest for items on the agenda and to consider any requests for dispensations.
6. To approve the minutes of the annual parish meeting held on 26<sup>th</sup> April 2023.
7. To approve the minutes of the meeting held on 13<sup>th</sup> March 2024
8. Public forum including reports from County & District Councillors
9. Matters arising from the minutes of the meeting.
10. Administrative Issues

I. To discuss Insurance renewal for 2024-25

II. Statutory Policy review

Policy	Amendments	Notes
Standing Orders	Items in red to be agreed	To be reviewed annually
Financial Regulations	No amendments	To be reviewed annually
Financial Risk Assessment	Insurance amended to Zurich Municipal. Employers Liability and public liability amended.	Assessment will be reviewed and adopted annually.
General Risk Assessment	Item 4.7 back up of records Item 5 now Norfolk PTS not NALC Ite	To be reviewed annually
Asset Register	To review parishes assets	To be reviewed annually
Bio-diversity Action Plan	New plan	To be reviewed annually

### 11. Finance

I. To consider the Internal Auditors report for year ending 31<sup>st</sup> March 2024. Forwarded to members prior to meeting.

II. To consider whether to exempt from an external audit and if so to authorise the Clerk and Chairman to sign the form.

III. To consider the assertions on, and complete the Annual Governance Statement 2023/24 and to authorise the Clerk and Chairman to sign.

IV. To consider and approve the Accounting Statements 2023/24 and to authorise the Chairman to sign.

- V. To note councils current financial standing End of financial year 2023/24 Q4
- VI. To note payments made since last meeting
- VII. To agree that all future HMRC payments can be made immediately rather than quarterly.
- VIII. To approve payments

Payee	Description	Amount
T Higlett	Salaries	£452.94
HMRC	Taxation	£100.00
Zurich Insurance	Insurance	£277.00
Autela Payroll	Payroll	£73.73
T Higlett	Expenses – printer Ink	£17.22

- IX. To note receipts since last meeting.  
South Norfolk 1<sup>st</sup> half precept - £3894.00.
- 12. Update on A146 Safety campaign
- 13. Report from representative of Village Hall Management Committee
- 14. Reports re Website & Accessibility/Neighbourhood Security/Oil Buying Syndicate
- 15. Update on Emergency Plan
- 16. Correspondence
- 17. Matters for future consideration and items for information.
- 18. Date of next meeting: 10<sup>th</sup> July 2024.