

CONEY WESTON PARISH COUNCIL
<https://coneyweston.suffolk.cloud/coney-weston-parish-council/>
ANNUAL PARISH MEETING

AGENDA

To be held on **Thursday 9th May 2024 at 7.00pm**
In the Village Hall, Coney Weston

In the interests of openness and transparency, councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council or its committees when they are open to the public. This does not extend to live verbal commentary. Filming and photography will only be permitted from the area designated. No flash photography or additional lighting should be used without prior consent. Anyone wishing to report on the meeting should notify the Clerk or Chairman so that they can be afforded reasonable facilities.

1. **Election of Chair**
 - 1.1. Completion of Declaration of Acceptance of Office.

2. **Resignations**
 - 2.1. **To note the resignation of Cllr Flood effective 25th June 2024.**
 - 2.2. **To note the resignation of the Clerk/RFO effective 22nd May 2024.**

3. **Record Councillors' apologies for absence.**

4. **Declarations of interest.**

5. **To approve the draft minutes of the last Parish Council meetings held on 7th and 14th March 2024.**

6. **Scheme of public speaking** (public participation about a specific agenda item).

7. **County Councillor's report.**

8. **District Councillor's report.**

9. **Councillor's Reports**
 - 9.1. **Defibrillator, village group liaison and volunteers** – Cllr Clarke
 - 9.2. **Community Development, new residents** – Cllr Francis
 - 9.3. **Playing Field 'Task & Finish' group** – Cllrs Lock, Francis & Clarke
 - 9.4. **Planning, speed device** – Cllr Lock
 - 9.5. **Highways inc flooding, hedges and footpaths** – Cllrs Clark & Lock

10. Financial Report

- 10.1. To review income and expenditure from **1st April 2024 to 2nd May 2024** against budget and to confirm that the bank reconciliation agrees with the bank statements and sign off;
- 10.2. Sign off payment schedule and authorise payments as presented on the payment schedule.
- 10.3. Bank signatories – approval of new signatory and removal of Clerk's view only access.

11. Financial Year End 2023-24:

- 11.1. To note and approve Coney Weston Parish Council Internal Controls and report for the financial year 1st April 2023 – 31st March 2024 as previously circulated;
- 11.2. To review and approve the Risk Assessment policy for the financial year 1st April 2023 to 31st March 2024;
- 11.3. To note and approve bank statement, bank reconciliation and cashbook for the financial year 1st April 2023 – 31st March 2024 as previously circulated;
- 11.4. To note and approve Coney Weston Parish Council Asset Register for the year ended 31st March 2024 as previously circulated;
- 11.5. To receive and note the Internal Audit report for the year 2023-24 including consideration of recommendations made.

12. To approve and sign the following AGAR Reports for the 2023-24 financial year:

- 12.1. Exemption Certificate;
- 12.2. Annual Governance Statement;
- 12.3. Accounting Statement.

11. To discuss options for the purchase of a new speed device.

12. To discuss the provision of dog waste bins in the village.

13. Report on the Annual Village Meeting held on 18th April 2024.

14 Provision and options for a sound system for the Village Hall.

15 To consider items for consideration at the next Parish Council meeting.

16 Date of next meeting – Thursday 4th July 2024 at 7pm in the Village Hall.

17 Staffing Matters –

- 17.1 To discuss and approve the formal arrangements concerning the management of the Clerk/Responsible Officer. The approved arrangements to be incorporated into the Parish Council's Standing Orders, under Sec. 19 (h).
- 17.2 To review the weekly hours required to effectively undertake the duties of the Clerk.

With reference to agenda items 17.1 and 17.2. Due to their confidential nature the Council to consider the exclusion of the public.

Closure of Public Meeting

Peter Clarke
Chairman
2nd May 2024