

Honingham Parish Council

To Members of the Council

You are invited to attend the **Annual Parish Council meeting** of Honingham Parish Council which will be held at Honingham Village Hall on Wednesday 14th June 2023 at **7.30pm**.

The meeting will be preceded by **The Annual Parish Meeting at 7:00pm**

The Council welcomes the public and press to its meetings.

The public and press will have the opportunity to address the Council during the Public Participation session.

AGENDA

1. To elect the Chairman for the year 2023-24
2. Chairman to sign Declaration of Acceptance of Office
3. To elect the Vice-Chairman for the year 2023-24
4. To receive apologies for absence
5. To receive declarations of interest in items on the agenda and requests for dispensation
6. To co-opt to the casual vacancy for Councillor
7. To approve the minutes of the Parish Council meeting dated 3rd May 2023
8. To report on progress of matters arising – Information only
9. To receive reports from District and County Councillors (where applicable).
10. Finance
- 10.1. To approve payments for the following:

10.1.1	Fiona Johnston – Salary & Expenses	£392.27
10.1.2	Internal Audit Report – Lorraine Trueman	£50.00

- 10.2 Barclays Bank / Bank Signatories / Bank Reconciliation
- 10.3 To appoint a Councillor responsible for overseeing and inspecting Parish Council finances and accounts.
11. To consider matters in relation to the annual audit for financial year 2022-23
- 11.1 To consider the Internal Auditors report for the financial year ending 31 March 2023 and consider recommendations
- 11.2 To agree the accounts for the financial year ending 31 March 2023.
- 11.3 To consider the assertions on, and complete, the Annual Governance Statement 2022-23 and to authorise the Clerk and Chairman to sign.
- 11.4 To consider and approve the Accounting Statements 2022-23 and to authorise the Chairman to sign.
- 11.5 To consider whether to exempt the Council from an external audit and if so to authorise the Clerk and Chairman to sign the form.
12. To receive an update re progress of the development of the Bowling green / play area and agree any actions required.
13. To consider a response to the following planning application;
- 13.1 Application – 2023/1494. Proposal: Change of use of Agricultural land to a secure self-storage facility with storage containers at Honingham Thorpe Farm, NR9 5BZ
14. To review and adopt the following updated policies and documents:
- 14.1 To adopt the LGA Model Councillor Code of Conduct

15. Opportunity for Public participation
16. Request to address the meeting – Re: History of Honingham
17. To receive an update on correspondence received and to discuss / agree any required responses.
18. To confirm details of the next meeting – Wednesday 12th July 2023

Fiona Johnston, 8th June 2023