

Honingham Parish Council

To Members of the Council

You are summoned to attend the **Parish Council meeting** of Honingham Parish Council which will be held at Honingham Village Hall on **Wednesday 17th April 2024 at 6:30pm**.

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 receive apologies for absence
2. To receive declarations of interest in items on the agenda and requests for dispensation
3. To approve the minutes of the Parish Council meeting dated 14th February 2024
4. To co-opt to the casual vacancy for Councillor
5. Election of officers / To sign Declaration of Acceptance of Office
6. To report on progress of matters arising – Information only (Clerk)
7. To receive reports from District and County Councillors (where applicable).
8. Finance
- 8.1. To review the bank reconciliation for the periods ending 28 February and 29 March 2024 and approve payments for the following:

8.1.1	Fiona Johnston – Salary, & expenses February 2024 (basic salary £305.80, paid on 1 Mar)	£41.48
8.1.2	Fiona Johnston – Salary, & expenses March 2024 (basic salary £305 80 + Microsoft subscription £123.84, paid 5 Apr)	£ 8.00
8.1.3	HMRC (paid 5 Apr)	£229.20
8.1.4	Norfolk Parish & Training Support – Annual Subscription (paid 5 Apr)	£101.99
8.1.5	Donation to The Parish Pump production costs	£200.00
8.1.6	NGF Play – Swing seats	£153.60
8.1.7	Fresh Air Fitness (1 st instalment outdoor gym equipment) (paid 5 Apr)	£2390.47
8.1.8	Honingham Village Hall Hire 2023-24 (Paid 1 Mar)	£100.00

- 8.2 To seek approval for new councillors to attend induction training, Cost of training £88
- 8.3 To review the current bank signatories and amend where appropriate.
9. To receive an update re progress of the development of the Bowling green / play area and agree any actions required.
 - 9.1 Outdoor Gym Equipment
 - 9.2 Wildflower Garden
 - 9.3 Play Area fencing
 - 9.4 Swing seats
10. Contracts 2024-25
 - 10.1 Grounds maintenance
 - 10.2 Internal audit
 - 10.3 Annual Play Equipment inspection

11. Opportunity for Public participation
12. To receive an update on correspondence received and to discuss / agree any required responses.
13. To confirm details of the next meeting – suggest Wednesday 29th May 2024 - Please note this meeting will be the Annual Parish Meeting immediately followed by the Annual Parish Council Meeting
14. To pass a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude members of the press and public for the following confidential items:
 - 14.1. To consider recruitment for a Parish Clerk

Fiona Johnston, 10th April 2024