

PETTAUGH PARISH COUNCIL

Councillors Belinda Bulsing, Margaret Marlow, Stephen Rowe (Presiding Chairman) and Esther Thornton

Members are summoned to attend the statutory annual meeting of the Parish Council to be held on TUESDAY 7 MAY 2024 following the conclusion of the Annual Parish Meeting which starts at 6.30PM at St. Catherine's Church, Pettaugh, Suffolk, when the business set out below is proposed to be transacted.



Stuart Jennings

Clerk

Tel: 07802 511915

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(Members of the public are welcome to attend, and at the relevant point on the agenda will be invited to give views or ask questions on agenda items or raise issues for consideration at a future meeting. The time allowed will be limited to 15 minutes.)

AGENDA

1. Election of Chairman for the ensuing municipal year. The Chairman to then make the statutory Declaration of Acceptance of Office.
2. Apologies for absence.
3. To appoint a Vice-Chairman of the Parish Council (if desired).
4. To receive and confirm the Minutes of the meeting of the Parish Council held on 19 March 2024.
5. To disclose the existence and nature of any Disclosable Pecuniary Interests, Other Registrable Interests and Non-Registrable Interests relating to items of business on the agenda having regard to the Code of Conduct for Members. (Members are

reminded that they are also required to disclose such interests as soon as they become aware should the need arise throughout the meeting).

6. Public participation session (max.15 minutes).
7. To consider any matters arising from the Annual Parish Meeting, and to receive any further annual reports from outside bodies/representatives.

8. **Finance**

To consider:

- (a) Financial Statements and Audit of Accounts 2023/24 (to follow) -

Final Statement of Accounts – for approval

Internal Audit – update/report

Approval of Annual Governance and Return including the Certificate of Exemption

- (b) Accounts for payment (incl. VAT):

Suffolk Association of Local Councils (annual subscription) £135.89

Suffolk Cloud (Website hosting to 31/3/25 and uploading of documentation for 1 year) £240.00

Mr S P Jennings (Clerk's payment/expenses – claim to be submitted)

- (c) Review of banking arrangements - update.

9. **Traffic speed through the village and other related Highway Matters**

Speed Indicator Device proposal update.

10. **Review of Constitutional Documents**

Review and adoption of afresh, as required, of the Parish Council's Standing Orders, Financial Regulations, Internal Controls, Asset Register, Risk Assessment documents.

11. **Parish improvements**

Update on proposed improvement to Parish property and amenities.

12. Any other items of business which the Chairman decides are urgent.