local council award scheme foundation

**NOTICE OF THE ANNUAL MEETING OF THE PARISH COUNCIL**

**To Members of the Council**: You are hereby summoned to attend **a Horning Parish Council** **Meeting in St Benet’s Hall** on **Monday 6th June 2022 at 7pm** for the purpose of transacting the following business:  
Jo Beardshaw Parish Clerk / RFO

**Press and Public are welcome**

**AGENDA**

1. **Apologies for absence**
2. **Declarations of Interest.** Members are invited to declare personal or prejudicial interests in items on the agenda. It is a requirement of the Parish Council’s (Model Code of Conduct) Order 2001 S8 that declarations from a member include the nature of the interest and whether it is personal or prejudicial
3. **To confirm that all Councillors have read and understood the Code of Conduct, Standing Orders and Financial Regulations**
4. **To approve the minutes of the previous meeting**

To receive and approve the minutes of the meeting held on Wednesday 4th May, and matters arising.

To receive and approve the minutes of the Annual Parish Meeting held on Wednesday 4th May, and matters arising

1. **To receive details of actions from previous minutes and to receive items of correspondence**

To report any actions and updates from previous minutes and to consider items of correspondence

* 1. Clerk. Defibrillator update
  2. Chairman. Mill Hill Bench update
  3. Parishioner. Thoughts regarding the planning of the Queen’s Platinum Jubilee
  4. Boots corporate services. Flu vaccination service

1. **Finance**
   1. To receive confirmation of finances
   2. To note receipts
   3. To agree and authorise payments

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **VAT Invoice Date** | **Payee** | **Description** | **DD/SO / BACS** | **Amount** | **VAT** |
|  | Ralph Morris | Litter Picking | S/O | 130.00 |  |
|  | Clerk | Salary and expenses including a new handmade Union Jack and a new Halyard | BACS | 729.24 |  |
|  | CGM | Landscaping | DD | 84.00 | 14.00 |
|  | NEST | Pension (part paid by Clerk) | DD | 107.80 |  |
|  | HMRC | Tax | BACS | 31.60 |  |
|  | Pat Avellino | Plaque for new bench reimbursement | BACS | 51.30 |  |
|  | David Bracey | Play inspection | BACS | 108.00 | 18.00 |
|  | AJG Insurance | Insurance | BACS | 1049.35 |  |

1. **Asset Management.** To receive the report from the Asset Management Committee
   1. To receive information regarding a potential update on the Terms of Reference for the AM committee
   2. To consider creating or researching an emblem for the village
2. **Parish Councillor reports.** To receive any Parish Councillor reports and updates, including:
   1. Cllr Varley. Playground report

1. **Parishioners’ Matters**

To adjourn the meeting to allow members of the public to speak for a maximum of 5 minutes

* District Councillor / County Councillor
* Members of the public to speak
* Reconvene meeting

1. **Planning.** 
   1. Planning applications received:
      1. PF/22/0296. AC Edmunds Builders’ Yard, Mill Loke. Erection of 2 chalets and demolition of existing bungalow, post office sub-station and storage sheds

* 1. Planning application decisions:

1. **Agenda items. To discuss agenda items:**
   1. To consider if fidelity guarantee insurance should be taken out or not
   2. To confirm the location for the SAM2 device for the month
   3. To confirm that all Councillors have read and understood the Code of Conduct, Standing Orders and Financial Regulations.
   4. To consider updating the Clerk’s salary as per correspondence
   5. To consider and approve an internal control policy for the Council
   6. To consider and approve a general reserves policy for the Council
   7. To confirm receipt of the Council’s Internal Audit report
   8. To consider, approve and sign the Annual Governance Statement for the annual audit
   9. To consider, approve and sign the Council’s accounting statement for the financial year 21/22
2. **To list items for the Horning Reach Parish News**
3. **To identify other items at the Chairman’s discretion**
4. **To confirm that the next meeting will take place in the St Benet’s Hall at 7pm on Monday 1st August 2022**
5. **Closure of meeting**