

## Full Council Meeting

Councillors are hereby summoned to the Annual Meeting of Fincham Parish Council on **Wednesday 17 May 2023 at 7pm in Fincham Memorial Hall**, High Street, Fincham, King's Lynn, PE33 9EJ for the purposes of transacting the following business. Members of the press and public are invited to attend.



**Fincham Parish  
Council**

*K Walker*

**Clerk (Locum)**

[finchampc@gmail.com](mailto:finchampc@gmail.com)

**Date of issue:** 12/5/2023

*Public participation is permitted during the public forum, 15 minutes maximum (3 minutes per person) unless directed by the chairman of the meeting. Only business on this agenda (for anything else, please contact the Clerk for inclusion at a future meeting).*

### Agenda

1. **To elect a Chairman** - Chairman to sign Declaration of Acceptance of Office
2. **To consider accepting apologies for absence**
3. **To receive declarations of interest on items on the agenda & consider any requests for dispensation**
4. **To consider any Declaration of Acceptance of Office that have not been received & decide whether to grant an extension or declare the seat vacant**
5. **To confirm review of Standing Orders, Financial Regulations & Code of Conduct & consider signing up to the Civility and Respect Pledge\***
6. **To agree minutes of meeting held on 22 March 2023\***
7. **Public forum**
8. **To consider the process for co-option for the vacancies arising from the election process**
9. **To agree the assignment of tasks to councillors & appoint members to working groups & committees**
10. **To consider bank signatories**
11. **To consider training for Chairman & Councillors**
12. **Reports**
  - 12.1. BCKLWN – Borough Cllr. J Moriarty / Cllr. P Devulapalli
13. **To report on matters arising from previous minutes or not elsewhere on the agenda (information only)**
14. **Finance**
  - 14.1. Receive & accept End of Year Accounts for 2022/23\*
  - 14.2. Receive & accept Internal Auditors Report\*

\* Supporting documentation

- 14.3. Review Assets Register as of 31 March 2023\*
- 14.4. Review & accept Statement on Internal Control for 2022/23\*
- 14.5. To note ineligibility for exemption for 2022/23 therefore subject to external auditor review & fee
- 14.6. To complete Annual Governance Statement for 2022/23\*
- 14.7. Acceptance of Accounting Statements for 2022/23\*
- 14.8. Review insurance requirements and agree policy for 2023/24 (or consider how to proceed if renewal not yet received)
- 14.9. Receive details of monthly receipts
- 14.10. Approve monthly expenditure\*
- 14.11. Review reconciled cashbook\*
- 14.12. To note contractual SCP increase for Clerk

## **15. Planning**

- 15.1. Consultations on applications  
**23/00078/F** Construction of one single storey dwelling Land E of the Memorial Hall High Street Fincham KINGS LYNN Norfolk PE33 9EJ
- 15.2. Decisions received

## **16. Parish matters**

- 16.1. Return of health & safety inspection sheets / report issues requiring attention
- 16.2. Allotments a) Agricultural - receive update & consider how to proceed b) Garden - consider if hire of skip required & how to allocate surrendered plot
- 16.3. Grounds maintenance - receive contract update & consider how to proceed
- 16.4. Defibrillator – receive training update & consider how to proceed
- 16.5. TROD project – receive update & consider how to proceed
- 16.6. Social Media – consider creation of Facebook page

## **17. To hear correspondence received & consider action**

## **18. Newsletter**

- 18.1. Summer 2023 edition – agree items, date & distribution

## **19. To propose agenda items for next meeting**

## **20. To confirm date of next meeting**

Wednesday 26 July 2023 at 7pm for an Ordinary Meeting