



**Fincham Parish
Council**

Full Council Meeting

Councillors are hereby summoned to the Annual Meeting of Fincham Parish Council on **Wednesday 22 May 2024 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.

K Walker

Clerk (Locum)

finchampc@gmail.com

Date of issue: 17/5/2024

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 elect a Vice Chairman** - Vice Chairman to sign Declaration of Acceptance of Office
- 3. To note members attendance & receive apologies for absence**
- 4. To receive declarations of interest & consider any requests for dispensation**
- 5. To approve minutes of meeting held on 20 March 2024***
- 6. Public forum**
- 7. To consider Co-option applications* / Declarations of Acceptance of Office to be signed**
- 8. To agree the assignment of tasks to councillors & appoint members to working groups & committees**
- 9. To consider training for Chairman & Councillors**
- 10. Reports**
 - 10.1. Norfolk County Councillor
 - 10.2. BCKLWN District Councillor/s
- 11. To report on matters arising from previous minutes or not elsewhere on the agenda (information only)**
- 12. Finance**
 - 12.1. Receive & accept End of Year Accounts for 2023/24*
 - 12.2. Receive & accept Internal Auditors Report*
 - 12.3. Review Assets Register as of 31 March 2024*
 - 12.4. Review & accept Statement on Internal Control for 2023/24*
 - 12.5. To note eligibility for exemption from external auditor review for 2023/24
 - 12.6. To complete Annual Governance Statement for 2023/24*
 - 12.7. Acceptance of Accounting Statements for 2023/24*

* Supporting documentation

- 12.8. Review insurance requirements & agree policy for 2024/25
- 12.9. Receive details of monthly receipts
- 12.10. Approve monthly expenditure*
- 12.11. Review reconciled cashbook*
- 12.12. Earmarked Reserves - to note balance & amount transferred to savings account
- 12.13. CIL Report – to review figures for report & chairman to sign

13. Planning

- 13.1. Consultations on applications
- 13.2. Decisions received

14. Parish matters

- 14.1. Return of health & safety inspection sheets / report issues requiring attention
- 14.2. Nature Reserve – receive update
- 14.3. Footpaths – consider next steps
- 14.4. Allotments - receive update & consider quote for waste disposal
- 14.5. SAM2 – receive equipment update & consider next steps
- 14.6. Chalk Pit – consider ideas for use & next steps
- 14.7. Waste Bin – consider new one, including type, for north of village

15. To hear correspondence received & consider action

- Marham Families Day on Saturday 27th July
- Norfolk ALC – Updated Financial Regulations

16. Newsletter

Date of next edition, items for inclusion & distribution

17. Biodiversity Policy

Consider if wish to implement a policy & if so agree next steps

18. To propose agenda items for next meeting

19. To confirm date of next meeting

Wednesday 24 July 2024 at 7pm for an Ordinary Meeting