

Hemblington Parish Council

Chairman – Tony Howe Clerk to the Council – Steven Ford
Hemblington Parish Council, 101 Thunder Lane, Thorpe St Andrew, Norwich,
Norfolk, NR7 0JG Tel: 01603 433972 e-mail: hemblingtonpc@gmail.com

Notice of Annual Meeting of the Parish Council

You are summoned to the Annual Parish Council Meeting to be held at Heathlands Community Centre, Blofield Heath on Thursday 9th May 2024 at 7:40pm for the purpose of transacting the following business.

Agenda - Annual Parish Council Meeting

1. Attendance book and apologies for absence.
2. Election of Chair ([Chair to sign a declaration of acceptance of office straight away](#))
3. Election of Vice-Chair
4. Declarations of Interest – members were requested to complete their declarations of interest electronically and then forward to the Clerk.

You are summoned to a Meeting of the Parish Council to be held on Thursday 9th May 2024 at 7.45pm for the purpose of transacting the following business.

Agenda Parish Council Meeting

5. Welcome and Introduction to the meeting.
6. To consider apologies for absence and agree any necessary actions.
7. To consider applications for co-option to the Parish Council.
8. To receive Declarations of Interest on items on the Agenda.
9. Open Forum - for parishioners to raise questions on and/or make statements about matters on the agenda.
10. To approve the Minutes of the meeting held on 25th March 2024.
11. To report on matters arising from the Minutes not on the Agenda: *for information only*.
12. Open Forum - for parishioners to raise questions on and/or make statements about matters on the agenda.
13. Community orchard/allotment site (verbal update).
14. **PLANNING**
To consider council feedback on planning applications received from Broadland District Council: None received.
15. To approve the following revised documents to support the council governance:
 - 15.1. Annual Review of the Effectiveness of Internal Audit
 - 15.2. Annual Review of the Effectiveness of Internal Control
 - 15.3. Duties of the Responsible Financial Officer
 - 15.4. To confirm the Standing Orders

- 15.5. To consider the Annual Governance and Accountability Return and meeting date provisionally set for Monday 17 June to agree and complete the return following completion of the required internal audit.
- 15.6. To consider and agree to that the qualifying criteria has been met to enable the declaration of the Certificate of Exemption – AGAR 2023/24 Form 2.
16. Update on information boards for Hemblington and agree any necessary actions.

FINANCE

17. To approve invoices for payment and to note bank reconciliation.
18. Parish Clerk's correspondence
None.
19. Future agenda items. *(Not for discussion)*.
20. To confirm the date of the next full Parish Council Meeting – 29th July 2024.

Steven Ford

Parish Clerk 1st May 2024