

**The Annual Meeting of Lackford Parish Council will take place on Monday 9<sup>th</sup> May 2022 at 7p.m. in Lackford Church.**

**Members of the public are welcome to join the meeting. There will be a public session near the start of the meeting to give members of the public and opportunity to speak to councillors informally about items on the agenda. Members of the public may stay and observe the rest of the meeting but as this is a meeting to conduct Council business, members of the public are asked not to interrupt the meeting outside the public session.**

#### **AGENDA**

1. To elect a Chairman.
2. To adopt the new Code of Conduct.
3. Chairman to sign a Declaration of Acceptance of Office and agreement to abide by the new Code of Conduct.
4. To update Register of Members' Interests forms.
5. To accept apologies and reason for absence.
6. To confirm Lackford Parish Council's eligibility for General Power of Competence.
7. Declaration of interest by Councillors in items on the agenda.
8. To approve the minutes of the meeting held on Monday 14<sup>th</sup> March 2022.
9. Public session (10 minutes).
10. To receive an update on the list of actions agreed at the last meeting.
11. To discuss the following financial issues:
  - a) Approval of any payments and signing of schedule of payments.
  - b) Approval of payments authorised between meetings.
  - c) To receive a statement of receipts and payments made since the last meeting.
  - d) Bank balances and confirmation of bank reconciliation as of 3<sup>rd</sup> May 2022.
  - e) Councillor to complete the checklist of Internal Controls.
  - f) Update on the inspection of Parish Council property.
  - g) To approve the accounts for the financial year 2021 – 2022.
  - h) Internal audit of the Parish Council's accounts.
  - i) To approve Lackford Parish Council's Annual Governance Statement 2021/22 and section 1 of the Annual Governance and Accountability Return 2021/22.
  - j) To approve and sign section 2 of the Annual Governance and Accountability Return 2021/22 - the Accounting Statement 2021/22.
  - k) To decide whether Lackford PC should submit a Certificate of Exemption from an external audit
  - l) To confirm the dates for the notice of the period for the exercise of public rights.
  - m) To approve the Financial Report 2021/22 which the Council needs to publish as part of the Transparency Code 2015.
  - n) To receive the precept information for 2022/23.
  - o) Request from Flempton Parish Council for a donation of £445 towards a water quality assessment.
  - p) Request for funding from Lackford Community Council for the Queen's Platinum Jubilee Celebrations.
12. To discuss any planning issues
  - a) Email from West Suffolk Council about their Preferred Options consultation which will begin on 26<sup>th</sup> May.
13. To discuss any highways/Rights of Way issues/tree/transport issues.
14. To approve the following documents:
  - a) Procedure for dealing with planning applications.
  - b) How to respond to planning applications.
  - c) Risk assessment and volunteer guidance for volunteers.
  - d) Risk assessment for VAS volunteers.

15. To discuss the following village issues:
  - a) Purchasing a community defibrillator.
16. To discuss the following correspondence:
  - a) Email from Lighthouse requesting a donation.
15. Any other business for noting or including on the agenda of the meeting on Monday 10<sup>th</sup> October 2022.