

**The Annual Meeting of Risby Parish Council will take place on Thursday 11<sup>th</sup> May 2023 at 7p.m. in Risby Village Hall (Gift Horse Room).**

#### **AGENDA**

1. To elect a Chairman.
2. Chairman to sign a Declaration of Acceptance of Office and agreement to abide by Risby Parish Council's Code of Conduct.
3. To receive the Declarations of Acceptance of Office from parish councillors.
4. To elect a vice chairman.
5. To receive Register of Members' Interests forms.
6. To accept apologies and reason for absence.
7. To decide if Risby Parish Council meets the criteria for General Power of Competence.
8. To sign a form agreeing to receive the summons to meetings and other information by email.
9. To nominate a Parish Council representative to the Risby Charity.
10. Declaration of interest by Councillors in items on the agenda and dispensation requests.
11. To approve the minutes of the meeting held on Thursday 2<sup>nd</sup> March 2023 and the planning meeting held on Thursday 16<sup>th</sup> March 2023.
12. Public session (10 minutes).
13. 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 30<sup>th</sup> April 2023.
  - e) Update on the inspection of Parish Council property.
  - f) To approve the Receipts and Payments summary for the financial year 2022 – 2023 and the explanation of significant variances (over 15%).
  - g) To discuss the Internal Auditor's Report.
  - h) To complete and sign sections 1 and 2 (Annual Governance Statement and Accounting Statements of the Annual Governance and Accountability Return 2022/23).
  - i) To decide whether Risby PC should submit a Certificate of Exemption from an external audit.
  - j) To confirm the dates for the notice of the period for the exercise of public rights.
  - k) To approve the Financial Report which the Council needs to publish as part of the Transparency Code 2019.
  - l) To receive the precept information for 2022/23.
  - m) Review of the Council's fixed assets and insurance values.
  - n) Update on the NatWest Bankline account.
14. To discuss the following planning issues:
  - a) Letter from AJN Steelstock about their proposed application – DC/23/0657/FUL.
  - b) DC/23/0646/TCA - Driftwood, Welham Lane, Risby - three Fir (on plan) fell.
  - c) DC/23/0264/HH – 1 Quay's Barns, School Road – application approved.
15. To discuss any highways/Rights of Way issues/tree/transport issues.
16. To discuss the following village issues:
  - a) Defibrillator training.
  - b) Email from Risby Wildlife Group asking for permission to put some oxygenating plants in Hall Lane Pond.
17. To discuss the following correspondence:
  - a) Letter from Suffolk Accident Rescue Service requesting a donation.
15. Any other business for noting or including on the agenda of the meeting on Thursday 6<sup>th</sup> July 2023.