**South Lopham Parish Council**

**Agenda for Annual Parish Meeting 2023**

**Members of the public are invited to attend the Annual Parish Meeting to be held on Wednesday 10th May 2023 at 7.30pm at Valley Farm, Low Common, South Lopham. This will be followed by the Annual Parish Council Meeting.**

Members of the press and public are welcome to attend both annual meetings.

**AGENDA**

1. Welcome and consider apologies.
2. Agree the minutes of the Annual Parish Meeting on 17 May 2022.
3. Receive the Chairman’s Annual Report
4. Public Q&A

**The Annual Parish Council Meeting Agenda**

1. To **elect** the Chairman.
2. To **elect** the Vice Chairman.
3. To **record** and **consider** the accepting apologies for absence.
4. **To receive** declarations of interest on items on the agenda and **consider** any requests for dispensations.
5. To **record** uncontested elections and **consider** the requirement to fill one councillor vacancy arising from the election process by co-option.
6. To **agree** the minutes of the Parish Council Meeting held on Tuesday 14 March 2023.
7. **Public Forum**: any opportunity for the public to raise matters.
8. To **receive** reports from the District and County Councillors.
9. To **report** on matters arising other than those listed separately on the agenda.
10. To **approve** the annual governance statement.
11. To **approve** the annual accounting statement.
12. To **approve and sign** the certificate of exemption.
13. To **receive** the Financial Report, the statement of current balances and **approve** the following expenditure:
14. Audit expenses to purchase wine for the internal auditor, A Arnott, up to a maximum of £25.00.
15. Insurance renewal due 1 June 2023 - £343.42 Note: this is part of a 3-year fixed term to 2025, BHIB Ltd brokers, insured with Aviva.
16. NALC subscription and website support - £215.38.
17. Clerk salary, April-June, £555.00 gross, HMRC £111.00.
18. Retiring Clerk expenses, mileage to Dereham to deliver election papers £21.60 and purchase of stamps £3.80 total £25.40.
19. To **receive** an Update on the purchase of a community defibrillator.
20. To **receive** reports from Councillors on the following:
21. 1. Planning Matters - BH
	2. Highways - AS
	3. Community Matters including churchyard maintenance - JP
	4. Footpaths, hedges, and ditches - RW
	5. Works - SP
	6. Parish Website/FB Page - KP
	7. SAM2 - SR
22. To **receive** suggestions for items to be included on the agenda for the next Meeting.
23. To **note** the date and time of next meeting – Tuesday 11 July 2023.

**Alison Pena (Parish Clerk/RFO)**