

WITTON & RIDLINGTON PARISH COUNCIL

Meadowcroft, 40 Cromer Road, Mundesley, Norfolk, NR11 8DB

Tel: 07900 957888. Email: wittonandridlingtonpc@outlook.com

Chairman: Mr Richard Barker

Parish Clerk: Denise Revell

16th May 2023

Dear Sir/Madam

You are hereby summoned to attend the **Annual Parish Council Meeting** of Witton and Ridlington Parish Council to be held at the **Witton and Ridlington Village Hall** on **23rd May 2023 at 7:30pm**, for the purpose of transacting the business listed on the agenda below.

Yours faithfully

Denise Revell

AGENDA

Declaration of acceptance of for to be completed and signed before the start of the meeting

1. **Election of the Chairman**
Declaration of acceptance of office form to be signed by the chairman
2. **Election of the Vice Chairman**
Declaration of acceptance of office form to be signed by the chairman
3. **Apologies for Absence.**
131 To consider and agree apologies for absence
4. **Declarations of Interest and requests for dispensations**
All councillors to complete the pecuniary interest forms for the coming year online at NNDC
4.1 To consider and agree declarations of interest and requests for dispensations
5. **Minutes of previous meetings**
5.1 To agree and sign the minutes of the Ordinary Council Meeting held on the **15th March 2023**
6. **Chairman's Report**
7. **Public Participation Time**
The meeting will be adjourned for a period of 15 minutes) to allow Members of the Public to speak, to receive District and County Councillors reports and any Councillors with prejudicial interests to speak.

Note that only items on this Agenda are to be discussed – for any other item/ subject please contact the Clerk in writing for submission at a future meeting.

8. Matters arising from previous meetings

To report on progress on items from previous meetings. No decisions may be taken.

- 8.1 SAM 2 Sign installed and working
- 8.2 Phone box is still awaiting repairs
- 8.3 Coronation Big Help Out Litter pick carried out

9. Planning

None

10. Finance

- 10.1 To consider and agree the AGAR (Annual Governance & Accountability Return)
- 10.2 To consider and agree the report from the Internal Auditor
- 10.3 To consider and agree the dates for the Public Right to Inspect Parish Council's Accounts
- 10.4 To consider and agree the Councils insurance premium
- 10.5 To consider and agree the subscription to NALC (National Association of Local Councils)
- 10.6 To consider and agree the End of Year Bank Reconciliation of Accounts
- 10.7 To consider and agree the Payments and Receipts
- 10.8 To consider and agree the Asset Register

11. Policies, Documents, Communications and Training

- 11.1 To consider and agree the Internal Control Policy
- 11.2 To consider and agree who will carry out the internal controls
- 11.3 To consider and agree to Adopt the General Power of Competence
- 11.4 To consider and agree the Meeting dates for 2023/24
- 11.5 To consider and agree Council's Standing Orders
- 11.6 To consider and agree Council's Risk Assessment

12. Events

13. To report any other business

Note that this is to report matters for inclusion in a future agenda or matters which require no decision to be made by the Council

14. Correspondence

To consider any correspondence and agree responses thereto

15. Date of Next Meeting

To confirm that the date of the next meeting of the Parish Council will be on 18th July 2023. 7pm at Witton and Ridlington Village Hall