

**NOTICE of the  
ANNUAL Meeting of EXNING PARISH COUNCIL  
on Wednesday 8<sup>th</sup> May 2024 at 7.00 pm at Exning Community Church Hall  
AGENDA**

*OPEN FORUM: There will be an opportunity for members of the public to speak to the council before the meeting is opened by the Chairman. The forum will last no longer than 15 minutes in total; with each individual allowed a maximum of three minutes at the discretion of the Chairman. Members of the public may stay for the duration of the meeting, but may not participate unless invited to do so by the Chairman*

1. **Election of Chairman:**
  - a. **To receive nominations & elect a Chairman for the Municipal Year 2024-2025**
  - b. **Chairman to sign the Declaration of Acceptance of Office**
2. **Election of Vice Chairman:**
  - a. **To receive nominations & elect a Vice Chairman for the Municipal Year 2024-2025**
  - b. **Vice Chairman to sign the Declaration of Acceptance of Office**
3. **Chairman's welcome & apologies for absence:**
  - a. To receive apologies
  - b. To approve apologies from members
4. **Other Bodies:** To resolve to invite attendance at Parish Council meetings of Other Bodies & receive associated reports
  - a. Suffolk County Councillor, Rachel Hood
  - b. West Suffolk District Councillor, Jon London
  - c. Exning Community Policing Team, PC N Chapman
5. **Declarations of Interest:**
  - a. Councillors are invited to raise any declarations of interest concerning items on the agenda
  - b. To consider any requests for dispensation
6. **Minutes of the Ordinary Parish Council Meeting held on Wednesday 24<sup>th</sup> April 2024:**
  - a. To consider & adopt the minutes as a true record of the proceedings
  - b. To consider any matters arising from the minutes which are not part of this agenda

**FINANCE & ADMINISTRATION**

7. **Finance Report:**
  - a. To receive the report for April 2024
  - b. To receive the Current Financial Position from the Clerk as at the date of this meeting
8. **Submission of schedules of payments & receipts:**
  - a. Approval of receipt & payment schedule for May 2024 – **note this will be presented at the June meeting due to the early date of this May meeting**
  - b. Authorisation of payments & receipts for the current month
  - c. Confirmation of electronic payments for the previous month
9. **Bank Statements:** Confirmation that the April 2024 bank statement balances & related bank reconciliations have been scrutinised and approved
10. **Annual Internal Audit for Exning Parish Council for year ending 31 March 2024:** To receive & approve the audit by Suffolk Association of Local Councils
11. **Annual Bank Reconciliation:** To receive & note the Bank Reconciliation for the Financial Year 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024
12. **Annual Governance & Accountability Return for Exning Parish Council for year ending 31 March 2024**
  - a. **Section 1 – Annual Governance Statement 2023/2024:** To approve the statement
  - b. **Section 2 – Accounting Statements 2023/2024:** To approve the statements
13. **Ear-Marked Reserve & General Reserve:** To receive the current EMR status & approve the General Reserve Calculation for 2024/2025
14. **Casual Vacancy:** To resolve to co-opt to fill the vacancy
15. **Treasury Management:** To receive further information regarding investment options
16. **Events:** to receive updates regarding the following events
  - a. Village Fete
  - b. Other Events
17. **Assets of Community Value:** To further discuss the registration of a village asset
18. **Exning Neighbourhood Watch Scheme:** To further discuss
19. **Other Administrative Matters:**
  - a. **MEMBER ATTENDANCE/REPRESENTATION AT OUTSIDE GROUP:** To confirm attendance for:-
    - i. Suffolk Association of Local Councils
    - ii. WSC Town and Parish Forum

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- iii. Bottisham United Charities
- iv. Forest Heath Parish Alliance Group
- v. Parish Alliance – Sunnica Group
- b. **POLICIES, CODES & PROTOCOLS FOR EXNING PARISH COUNCIL:** To note date of review for the following documents as 28<sup>th</sup> February 2024:-
  - i. Standing Orders
  - ii. Financial Regulations
  - iii. Risk Management Scheme
  - iv. Internal Control Statement
- c. **INSURANCE SCHEDULE:** To consider the adequacy of the levels of parish council insurance for the current year
- d. **ASSET REGISTER:** To approve & note the Asset Register for 2024/2025
- e. **WORKING GROUP MEMBERSHIP:** To allocate membership of the working groups of Exning Parish Council for 2024/2025 & confirm Terms of Reference
- f. **SUBSCRIPTIONS TO OTHER BODIES:** To review council subscriptions to other bodies
- g. **MEETING DATES:** To receive & approve dates and times of council meetings (May 2024-May2025)
- h. **ANNUAL PARISH MEETING:** To approve the date of the 2025 Annual Parish Meeting

**PLANNING**

- 20. **Report:** To receive the May 2023 report from the Planning Working Group & authorise any actions  
**note this will be presented at the June meeting due to the early date of this May meeting**
- 21. **Chancery Park:** To receive an update
- 22. **Rosary Hotel:** To receive an update

**PUBLIC REALM**

- 23. **Agenda Items:** To note items for consideration at the next meeting (June 2024)
- 24. **Date of the next meeting:** Wednesday 26<sup>th</sup> June 2024; 7.00pm at Exning Community Church Hall

**CONFIDENTIAL (if required)**

- 25. **To resolve to exclude press & public under the Public Bodies (Admissions to Meetings) Act 1960:** the public and press to be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information
- 26. **Staffing:** To discuss staffing matters & authorise any actions
- 27. **Other Confidential Matters:** To discuss & authorise any actions

Cathy Whitaker; Clerk to Exning Parish Council ... *CE Whitaker* ... Date: 2<sup>nd</sup> May 2024