

BRINTON PARISH COUNCIL

Meeting Notice and Summons

Notice is given to the public and Councillors of the Parish Council are summoned to attend an Annual Parish Council Meeting of Brinton Parish Council in Sharrington Village Hall on Thursday 18th May 2023 at 7.30pm

Karen Orgill - Parish Clerk

5th May 2023

Members of the public are welcome to attend this Annual Parish Council Meeting

AGENDA

1. To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office
2. To elect the Vice Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office
3. To Receive and Consider Apologies for Absence
4. To Receive Declarations of interest and request dispensations of disclosable pecuniary interests by Councillors in any of the agenda items listed
Please indicate if there are any interests which should be declared. A declaration of an interest should indicate the nature of the interest (if not already declared on the Register of Interests) and the agenda item to which it relates. If a disclosable pecuniary interest is declared, the member should withdraw from the room whilst the matter is discussed.
5. To approve the minutes of the meeting held on 23rd March 2023
6. Matters arising from those minutes
7. To receive reports from County and District Councillors
8. Public questions, comments, or representations

9. Planning
 - 9.1 To consider plans at the time of publishing:
PF/23/0880 – The Garden House, Holt Road, Brinton – Replacement of existing conservatory with single-storey rear extension, addition of dormer window on front and rear elevation, alterations to windows and addition of render to whole dwelling.
 - 9.2 To consider plans since publication of agenda:
 - 9.3 To consider outcomes of planning – approved/withdrawn by the District Council: None
 - 9.4 To consider any Enforcement Matters and since publication of the agenda:

10. Finance and Regulatory
 - 10.1 To agree and confirm Signatories for cheques and on-line banking
 - 10.2 To agree and confirm Internal Audit Controller
 - 10.3 To review the Parish Council's insurance policy and approve payment of premium for 2023
 - 10.4 To consider grant of churchyard maintenance to Brinton PCC
 - 10.5 To approve any payments for April and May 2023
 - 10.6 To adopt Parish Council Policies
 - 10.6.1 To approve and adopt the Standing Orders for Brinton Parish Council
 - 10.6.2 To approve and adopt the Financial Regulations for Brinton Parish Council

Clerk: Mrs Karen Orgill

Email: brintonparishcouncil@gmail.com

Website: <https://brintonparishcouncil.norfolkparishes.gov.uk/>

- 10.7 To receive list of actuals against budget, balance sheet, bank reconciliation and explanation of variances, all to 31.3.23
- 10.8 Annual Governance and Accountability Return 2022-23
 - 10.8.1 To approve Certificate of Exemption – AGAR 2022/23 Form 2
 - 10.8.2 To receive the Annual Internal Audit Report 2022/23
 - 10.8.3 To approve Section 1 - Annual Governance Statement 2022/23
 - 10.8.4 To approve Section 2 Accounting Statements 2022/23
- 10.9 To review the Council Asset Register and consider the disposal of assets – broken parish laptop
- 10.8 To confirm Responsible Finance Officers appointment
- 10.9 To consider FOI Publication Scheme and ICO
- 10.10 To consider a revised Risk Management Scheme
- 10.11 To consider a review of all signed Minutes
- 10.12 To consider training and refresher courses on Being a Parish Councillor

11. To receive a report into defibrillator for Sharrington Village

12. To consider a review of parish email addresses

14. To deal with any correspondence
15. To receive items for next Agenda
16. To arrange date and time of next parish council meeting

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