

Roydon Parish Council

Councillors are summoned to the **Annual Parish Council Meeting** of Roydon Parish Council which will be held on Wednesday 4th May 2022 to immediately follow the Annual Parish Meeting in the Main Hall at Roydon Village Hall. Members of the public and press are welcome to attend.

Agenda

1. Election of Chair of the Parish Council.
2. Election of other offices of the Parish Council:
 - a. Vice Chair
 - b. Finance i) Bank Signatories ii) Quarterly check of cashbook
 - c. Planning Committee
 - d. Allotments
 - e. Village Hall Committee
 - f. To Propose our delegated representatives to the steering group of the Diss & District Neighbourhood Plan
 - g. Brewers Green Management Committee (Advisory)
 - h. Footpath Group Coordinator
3. Apologies for Absence.
4. Declarations of Interest.
5. Approval of the Minutes of the Parish Council Meeting held on 23rd March 2022.
6. Matters arising from the above minutes (for information only and not on current agenda).
7. Financial Matters and Banking.
 - a) Bank Balances and Bank Reconciliation.
 - b) Receipts & Payments to be noted and authorised.
 - c) End of Year figures and report. To include agreement of earmarked reserves figures to be carried over to 2022/2023.
 - d) Report of CIL money received. Total of £2,218.73.
8. Annual Governance and Accountability Return (AGAR):
 - a) Acknowledgement of receipt of Internal Auditors report and to raise any queries regarding this.
 - b) Consideration and approval of section 1, Annual Governance Statement.
 - c) Consideration and approval of section 2, Accounting Statements.
9. Annual Insurance Renewal: Consideration of quotes received, ensuring that policy adequately covers Council liabilities and assets and agreement on quote to be accepted, to include discussion and decision on undertaking a three year agreement.
10. NALC Annual membership: To discuss and reach agreement on whether to continue membership at a cost of £448.51.
11. D&DNP: Report
12. Litter Picks: Proposal (TA) – to delegate two people to plan and book dates for litter picks well ahead (four dates ahead – i.e. a year) to increase the chances of getting the village hall for the dates (and the intervals in between) that we want.
13. Ernest Hose Fund: Explanation to be received from PC and proposal to consider nominating 2 trustees for this charity.
14. Offshore Transmission Network (OTN): To discuss the project proposal and consider a response to the consultation.
15. Notice Board: To discuss the quotes received and consider if any of these are acceptable. To discuss exact location to enable consideration and agreement of siting by County Council.
16. Date & Time of Next Meetings: To discuss and decide on the dates of the meetings for the coming year.

Signed: 

Date: 25th April 2022

Wendy Benson, Parish Clerk & RFO

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