



PULHAM MARKET PARISH COUNCIL

Mrs L Shulver, 59D High Road, Wortwell, Harleston, Norfolk, IP20 0HA, Telephone 01986 788048

TO MEMBERS OF THE COUNCIL - You are hereby summoned to the Annual Parish Council Meeting (AGM)

On Wednesday 10th May 2023, commencing at 7.00pm in Pulham Market Memorial Hall.

**(Members of the public and press are welcome to join the meeting, please let the
Clerk know in advance.)**

AGENDA

1. Appointment of Chairman and receive declarations of acceptance of office.
2. To receive declaration of acceptance of office and declaration of interests from Councillors nominated
3. To consider appointment of a Vice Chair
4. To consider accepting apologies for absence
5. To receive any declarations of personal or prejudicial interest from members on any item to be discussed and consider any dispensations.
6. To consider Co Option of additional councillors. (as required)
7. To approve and sign the Minutes of the last meeting held on 12th April 2023.
8. To consider recommended revisions to annually reviewed policies.
9. Confirmation / Appointment of Representatives to:-
 - a. Semere Recreation Ground Trustees: Currently Mrs J Fumero
 - b. Town Estate: Currently Cllr Schwier & Cllr Alexander
 - c. Tenec Trust: Currently Mrs J Thorp & Mr F Allen
 - d. Planning working party: Currently Cllrs Pietrzak, Hammond-Brewster and Ford
 - e. School Governors' Representative: no official representative needed.
 - f. Burial Ground working party: Currently Cllrs Schwier & Ford. Mr P Schwier.
 - g. Footpath Warden: Currently Mrs S Hewitt
 - h. Tree Warden: Currently Cllr Pietrzak but this post is available, upon approval to new applicants
 - i. Action Plan: Full Council
10. To approve the Action Plan for 2023/24 – including consideration of council's assets and registration.

11. To consider the General Power of Competence
12. To ratify the banking mandate
13. The Clerk (and Councillors where necessary) to provide an update on the matters arising from the minutes of the last meeting and provide any other information on actions that had been undertaken since the last meeting.
14. To receive reports on matters of interest to the parish from District and County Councillors
15. Parishioner open forum - please advise the Clerk in advance of the meeting if you will be raising any points.
16. To consider correspondence from parishioner/s (i) Weeds/new grassed area at the burial ground.
17. Planning working party to provide recommendations on each new planning application presented, full council to consider and ratify comments and verdicts to each application.
18. Members to receive the CIL report to date and discuss future budgeting / or expenditure.
19. To received invite to Community Champions Tribute
20. To consider comment on NALC's response to Infrastructure Levy
21. To ratify Rospa Inspection 2023
22. To consider Councillor Training
23. To receive report on SAM data
24. To consider and ratify insurance cover for 2023/24 (3rd year of 3-year long term policy)
25. Presentation of the 2022/23 End of year finance report
 - a) To approve the presentation of the end of year accounts 2022/23
 - b) To receive the Annual Governance and Accountability Return 2022/23 Part 3
 - c) To receive the Internal Audit Report from for 2022/23
 - d) To review the effectiveness of Internal Controls 2022/23
 - e) To approve the Annual Governance Statement 2022/23
 - f) To approve the Accounting Statements 2022/23
26. To respond on action arising of the Internal Audit Report 2022/23
27. To receive and ratify the Bank Statement and Finance Statement for May 2023. To agree 2 Councillor authorisation for payments
28. To consider details for inclusion in the Parish Diary and Parish Magazine.
29. The Clerk to provide and receive items for the next agenda and confirm the date and time of the June meeting.

Signed: L Shulver

Date: 2nd May 2023