



# **PULHAM MARKET PARISH COUNCIL**

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

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

**On Monday 13th 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 consider appointment of a Vice Chair
3. To consider accepting apologies for absence
4. To receive any declarations of personal or prejudicial interest from members on any item to be discussed and consider any dispensations.
5. To approve and sign the Minutes of the last meeting held on 8<sup>th</sup> April 2024.
6. To consider recommended revisions to annually reviewed policies.
7. 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 & Ms G Franklin
  - d. Planning working party: Full Council.
  - e. Burial Ground working party: Currently Cllrs Schwier, Alexander & Ford. Mr P Schwier.
  - f. Footpath Warden: Currently vacant
  - g. Tree Warden: Currently Cllr Pietrzak but this post is available, upon approval to new applicants
  - h. Action Plan: Full Council
8. To approve the Action Plan for 2024/25
9. To consider the General Power of Competence
10. To ratify the banking mandate
11. To receive report from the Chairman
12. To receive reports on matters of interest to the parish from District and County Councillors

13. Parishioner public forum – when-ever possible, please advise the Clerk in advance of the meeting if you will be raising any points.
14. To consider correspondence from parishioner/s

**To receive reports and ratify further action if required**

15. 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.
16. Planning working party to provide recommendations on each new planning application presented, full council to consider and ratify comments and verdicts to each application.
17. To consider asset register and ratify insurance cover for 2024/25
18. To further consider expenditure on playground project for 2024/25 (if required)
19. To retrospectively consider additional expenditure on village centre projects
20. Members to receive the CIL report to 31/3/24.
21. To ratify Rospa Inspection 2024
22. To receive report on SAM data

**To receive presentation of 2023/24 accounts and ratify expenditure**

23. Presentation of the 2023/24 end of year finance report
  - a) To approve the presentation of the end of year accounts 2023/24
  - b) To receive the Annual Governance and Accountability Return 2023/24 Part 3
  - c) To receive the Internal Audit Report from for 2023/24
  - d) To review the effectiveness of Internal Controls 2023/24
  - e) To approve the Annual Governance Statement 2023/24
  - f) To approve the Accounting Statements 2023/24
24. To respond on action arising of the Internal Audit Report 2023/24
25. To receive and ratify the Bank Statement and Finance Statement for May 2024. To agree 2 Councillor authorisation for payments
26. To consider details for inclusion in the Parish Diary and Parish Magazine.
27. 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: 2<sup>nd</sup> May 2024**