

# Assington Parish Council

Clerk Christine Hargan 4 Northfield Road, Onehouse, Stowmarket IP14 3HF –  
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## PUBLIC NOTICE OF MEETING AND SUMMONS TO COUNCILLORS TO ATTEND

Assington Village Hall at 7.30pm on **Monday 22<sup>nd</sup> May 2023**

### AGENDA

1. **Election of Chairman** and to receive Declaration of Acceptance of Office
2. **Apologies** for absence
3. **Election of Vice Chairman**
4. Confirmation of **Declaration of Acceptance** of Office from Councillors and to set a deadline for those not already received
5. Receive **declarations of interests** and **request for dispensation** from Councillors
6. Agree **Minutes** of Assington Parish Council meeting held on 27<sup>th</sup> March 2023
7. Appoint **members** to the HR and Standards Committees
8. Appoint **representatives** to:
  - a. Assington Village Charity
  - b. Suffolk Association of Local Councils (SALC)
9. Appoint **Councillors** to review planning applications for consideration ahead of meeting
10. To consider the appointment of Heelis and Lodge as **Internal Auditor**
11. To consider payment of **annual subscriptions** to SALC
12. County and District Councillor reports and **public forum**
13. Planning:
  - a. Status of **planning applications**
14. Agree actions on **Correspondence and emails circulated** to Councillors by the Clerk
15. Agree any actions required after reviewing the **Clerk's Report**
16. Finance
  - a. To consider the **Internal Auditor's Report as at 31<sup>st</sup> March 2023** and agree actions on any matters arising
  - b. To approve **Section 1 of the Annual Return** for the year ending 31st March 2023
  - c. To approve **Section 2 of the Annual Return** for the year ending 31st March 2023
  - d. Review the **Bank Reconciliation and the Statement of Accounts as at 31<sup>st</sup> March 2023**
  - e. From the **RFO Report** authorise payments made/to be made and note income received since the last meeting, review Reconciliation of Accounts against Bank Statements and the Statement of Accounts vs Budget
17. Review any issues raised for the **Licensed Path, Footpaths and APC's Assets**
  - a. To agree location of the two dog bins purchased in February prior to fitting.
18. Consider **Councillor training** with SALC, if required
19. Projects to consider for **CIL expenditure**
20. **Questions** to the Chair
21. Next scheduled **meeting** will be held on Monday 31<sup>st</sup> July 2023 at 7.30pm.

*Ch Hargan*

Christine Hargan, Clerk to Assington Parish Council

Dated: 17<sup>th</sup> May 2023