

**Greatham Parish Council**  
**Parish Council Meeting**  
**Greatham Village Hall**  
**Wednesday May 8<sup>th</sup> 2024 at 8.00 pm**

Dear Councillor,

You are hereby summoned to a meeting of Greatham Parish Council for the transaction of business set out below.

*SJ Bartlett*

Temporary Clerk

2<sup>nd</sup> May 2024

**AGENDA**

- 1. Chairman's Announcements**
- 2. Apologies for Absence:** To note any apologies received from councillors
- 3. Declarations of Interest:**  
*Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses & votes on the matter*
- 4. Approval of Minutes:** To approve minutes from the council meeting held on 10<sup>th</sup> April 2024
- 5. Update on previous actions arising from council meetings** (Appendix 1)
- 6. Report from District Councillors:** Report from Cllr Mitchell/Cllr Steevens (Appendix 2)
- 7. Report from County Councillor:** Report from Cllr Russell Oppenheimer (Appendix 3)
- 8. Public Question Time:** Adjournment of the meeting for 15 minutes to allow the public to raise questions
- 9. Parish Council Finances/Administration:**
  - a) Payment Schedule:** To approve current payments (Appendix 4)
  - b) Finance Report:** To note the Finance Report for April 2024, and present the bank reconciliations for approval. (Appendix 5)
  - c) Council insurance:** To review and agree the council's insurance policy at an annual cost of £971.04
  - d) Clerks Report** (Appendix 6)
  - e) To review and approve the Year end accounts for the year 2023/2024.**
  - f) To review the first draft of the AGAR form**
  - g) To discuss the internal audit for year ending 2023/2024**
- 10. Telephone Box :** To discuss additional costs and approve spend to get telephone box operational.
- 11. To note reports from representatives of Organisations, Outside Bodies, Leads & Groups**
- 12. Annual Parish Meeting:** To agree format and content of the meeting.
  - a. Venerable Peter Sutton
  - b. Phase 2 Greatham Village Hall Green Space
  - c. Apple Pie Depot ?
  - d. HEN

**13. Agenda Items for the next Meeting**

- a. Internal Audit report
- b. Discussion on the outcome of the Annual Parish Meeting
- c. Projects for 2024 - 2026

**14. Date of Next Meeting : 12<sup>th</sup> June 2024 @ 7.30 pm**

Appendix 1 : Matters Arising

Appendix 2 : District Councillor Report

- None received.

Appendix 3 : County Councillor Report

Appendix 4 : Payment Schedule

Invoice Date	Payee	Description	Net Total	Vat	Total
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Signed .....

Dated .....

Appendix 5 : Finance Report

The Financial records as at 30<sup>th</sup> April 2024 are as follows :

**Receipts 1<sup>st</sup> April to 30<sup>th</sup> April 2024**

**Total Receipts** £

**Balances as at 31<sup>st</sup> March 2024**

Current Account £

Deposit Account £

**Total at Bank** £

**Earmarked Funds Held**

<b>Total Earmarked Funds</b>	<b>£</b>
<b>General Reserves Balance</b>	<b>£ (Total at Bank less Earmarked funds)</b>

Appendix 6 : Clerks Report