

Ingworth Parish Council

Clerk to the Council: Colin Studholme, Hall Farm Barns, Aylsham Road, Saxthorpe, NR11 7DD
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To members of Ingworth Parish Council

You are summoned to attend a meeting of Ingworth Parish Council which will be held at 7:00pm on Thursday 23rd May 2024. The business to be conducted is given below:

**The meeting will be held in the Reading Room, The Street, Ingworth.
The public and press are welcome to attend.**

1. (i) To appoint a chairman for 2024-25
 (ii) To appoint a vice-chairman for 2024-25
 (iii) To sign Declaration of Acceptance of Office
2. To receive apologies for absence
3. Declarations of Interest.
4. To approve the minutes of the meeting held on 22nd February 2024
4. To discuss matters arising, not covered on the agenda, for information only
 - (a) Valuation Office enquiry
5. Open Forum for Public Participation
6. To receive Reports from District and County Councillors
7. To consider items referred from previous meeting
 - (i) Bulb Planting
 - (ii) Compost bins in Churchyard
8. Updates and discussion on Standing Items:
 - (a) Reading Room
 - (b) Playground
 - (c) Village Green
 - (d) Highways issues
 - (e) Windfarm Projects
 - (f) Friends of Ingworth Church
 - (g) Website
 - (h) SAM
 - (i) National Trust liaison
9. Correspondence, Reports and External Meetings
 - (a) Email from Norfolk County Council regarding a deposit made under Section 31 (6) of the Highways Act 1980.
10. Policies
 - (a) Biodiversity Policy
11. Finance Report
 - (a) To receive the Internal Audit Report and recommendations
 - (b) To approve and sign the Annual Governance Statement 2023-24
 - (c) To approve and sign the Accounting Statements 2023-24
 - (d) To declare the Parish Council exempt from external audit 2023-24
 - (e) To approve an Internal Auditor for 2024-25
 - (f) Cashbook as at 31st March 2024
 - (g) Bank Reconciliation as at 31st March 2024
 - (h) To approve the Schedule of Payments for Authorisation
 - (i) To approve payments between meetings
 - (j) HMRC fine refund
 - (k) Insurance policy

12. Planning Matters – to discuss any current planning applications
13. Items for the next meeting's agenda
14. Date of Meetings for municipal year 2024-25
15. To close the meeting.

Colin Studholme, Clerk, 17th May 2024