

Pannal and Burn Bridge Parish Council

Annual Meeting of the Parish Council

**Start time 6.30pm on Thursday 9th May 2024
to be held in the Scout Hall, Spring Lane**

All meetings of the Parish Council are open to the Press and Public

Agenda

- 1/05.24 Election of Chairman and Vice Chairman for the 2024 / 2025 session**
- 2/05.24 Apologies for absence (with consideration of authorisation)**
- 3/05.24 Receive and sign the Chairman's declaration of office**
- 4/05.24 Approval of Minutes of meeting held 11th April 2024**
- 5/05.24 Register of business interests:** to remind councillors of the need for regular review of their register for business and to update any changes via the clerk
- 6/05.24 To consider / affirm membership of sub-committees and approve relevant Terms of Reference (TOR)**
- 7/05.24 To nominate (two) representatives to attend and vote at YLCA meetings (next meeting Monday 10 June 2024: venue tbc)**
- 8/05.24 Finance and Governance:**
- a) To review and approve the Risk Assessment and Management Strategy (adopted April 2023)
 - b) To consider (and resolve to accept) the Financial Risk Assessment
 - c) To consider (and resolve to accept) the Beacon Lighting Risk Assessment
 - d) To consider (and resolve to accept) the General Privacy Notice (YLCA template base)
 - e) To review and approve the Code of Conduct together with Addendum (adopted 2021)
 - f) Consider for approval adjusted Proposed Budget 2024-25 alongside Allocation of Reserves
 - g) Appoint two councillors to undertake annual Internal Controls checklist (completed for 2023-24 by Cllrs Burrell and Permain)
 - h) AGAR (Annual Governance and Return): confirmation of internal audit beginning 1st May 2024
 - i) 13th June 2024 meeting to include receipt / approval of the Annual Return of Governance Statements Sections 1 and 2 (AGAR) and to be signed off by the Chairman and RFO
 - j) To confirm expectation of dates for Public Inspection of AGAR annual return: duration Monday 17th June-Friday 26th July 2024
- 9/05.24 Status of the Neighbourhood Plan**
- 10/05.24 Pannal Green employed arborist**
- 11/05.24 Meeting with Highways officer 24th May 2024 (Spring Lane wall / stock fence and other matters)**
- 12/05.24 Consider arrangements for the 6th and 9th June D-Day 80 commemoration**
- 13/05.24 NYC Notification received 17th April 2024 on the "call for sites" regarding the NYC new Local Plan**

- i) The current account and bank statement at 9th May were approved by email and signed off by Cllrs Burrell, Permain and Farrar
- ii) The payment of invoices and expense claims received at 9th May were approved by email and signed off by Cllrs Burrell, Permain and Farrar and which included Zoom monthly subscription £15.59 / Dropbox £9.99 / May salary £1115 gross / Arborist invoice £520 / printer cartridge £18.85 / postage £22.70 / income receipt 1of2 Precept £19,591.50
- iii) Consideration regarding any need for additional clerk's hours

14/05.24 The Annual Parish Assembly Agenda

15/05.24 Date and time of the next Council Meeting 13th June 2024 at 7.00 pm

Jane Marlow
Parish Clerk
1st May 2024

Signed by the Parish Clerk.