

# **Belchamp St Paul and Belchamp Otten Parish Council**

10 May 2024

**The next meeting of the Parish Council will be held on Tuesday 28 May 2024, commencing at 7.30pm, in The Community House, Gages Road, Belchamp St Paul.**

## **A G E N D A**

1. Election of Chairman and signing of Declaration of Acceptance of Office
2. Election of Vice Chairman
3. Apologies for Absence and Declarations of Interest
4. Co-Option to fill vacant seat(s) for Belchamp St Paul.
5. PUBLIC DISCUSSION TIME (5 minutes)
6. Approval of the Minutes of the meeting held on 9 April 2024
7. To note the Minutes of the Belchamp Otten Annual Assembly on 8 April 2024 and the Belchamp St Paul Annual Assembly on 9 April 2024.
8. Matters arising from the April PC meeting (not covered separately on the Agenda)
9. PC Annual Administrative matters:
  - Appointment/approval of Council Officers and Representatives
  - Adoption of Standing Orders, Financial Regulations and Councillors Code of Conduct
  - Appointment of RFO and Internal Auditor / Confirmation of bank signatories
10. Essex County Council matters
11. Braintree District Council matters
12. Finance – Approval of receipts and payments
  - Section 106 claim - update
  - Revision of Asset Register for 2024
  - Confirmation of PC insurance arrangements for 2024-25
13. Audit for 2023-24 - Receive and note the Internal Audit Report
  - Approve the 2023-24 Parish Council Accounts
  - Consider, approve and sign the Audit Annual Governance Statement
  - Consider, approve and sign the Audit Annual Accounting Statements and the Audit Exemption Certificate.
  - Confirm 'Public Inspection of Accounts' dates.
14. Approve & sign new Clerk's Contract of Self Employment
15. Appointment of new Litter Picker for BSP
16. Strimming/clearing the ditch in front of Savilles at Cole Green, BSP
17. ECC Verge Cutting Contract for 2024-25

## **A G E N D A (contd)**

18. PFMC - update -Review of PFMC Terms of Reference
19. Local Development Code Working Group – Survey update
20. Speedwatch update
21. Defibrillator at BSP – Update on supply of new battery
22. Correspondence
23. Planning – New Applications / Decisions
  - Solar farm proposal off Bakers Road, BSP – Update
24. PUBLIC DISCUSSION TIME (5 minutes)
25. Any urgent matters and proposals for future agenda items
26. The next Council meeting will be held on Tuesday 2 July 2024 in The Community House, Belchamp St Paul at 7.30 pm

*J. C. Douglass*

Clerk to Belchamp St Paul and Belchamp Otten Parish Council

Libracan, Bakers Road, Belchamp St Paul, Sudbury, Suffolk CO10 7DG  
Tel: 07551 005757 Email: belchamps.pc@gmail.com