

MELTON CONSTABLE PARISH COUNCIL
The Junction
6 Briston Road, Melton Constable NR24 2DA

**You are hereby summoned to attend the Annual Parish Council Meeting of
Melton Constable Parish Council on **Wednesday 17th May 2023** at 7.30 pm.
This meeting will be held at The Junction, Melton Constable**

Clerk to the Parish Council : Amanda Yacoubian

Dated: 10th May 2023

Agenda

1. 1. To elect a Chair for 2023/2024 and sign a declaration of acceptance of office
2. To elect vice Chair for 2023/2024 and sign declaration of acceptance of office

To consider accepting apologies for absence

2. To approve the minutes of the meeting held on 8th March 2023
3. To receive declarations of interest for items on the agenda
4. To consider matters arising from the last minutes (not on the agenda) for information purposes only
5. To receive County and District Councillor reports
6. To adjourn the meeting to allow for public participation
7. To receive members' reports: Churchyard; Southside; Bus Shelter; Play Area; Recreation Ground; Northside (path outside the Kebab shop)
8. Decide on course of action regarding street light improvements
9. Allotments: To update on allotment issues & agree a date for the annual inspection
10. To consider any applications for Councillor vacancies – Discuss recruitment
11. To consider Planning Application(s) –

12. Finances

- (i) To approve financial statement circulated by the Clerk (Cash book & Budget)
- (ii) To agree receipts & payments (circulated by the Clerk)

10.03.23	£160.00			NPT&S subscription
17.03.23	£28.89	x	x	Npower
20.03.23	£13.25		x	Westcotec
28.03.23	£291.41			A Yacoubian Clerk salary
28.03.23	£45.83			Melton Constable Country Club
31.03.23	£400.00			G W Harrold & Partners rent allotment field

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04/04/2023		£382.00		Paul Collins grass cutting March
11/04/2023		£67.50		JR Hitchens
19/04/2023		£31.54	x	N Power
20/04/2023		£207.05	x	Rialtas Business solutions Allotment software
21/04/2023		£13.25	x	GoCardless Westcotec
21/04/2023	£7.50			W Jowett
25/04/2023		£139.25		NALC
28/04/2023	£8,000.00			NNDC Precept
28/04/2023		£291.41		A Yacoubian Clerk
28/04/2023		£45.83		Melton Constable Country Club storage
02/05/2023		£382.00		Paul Collins grass cutting April
05/05/2023		£55.20		Community Heartbeat
09/05/2023		90.00		Jo Boxall internal audit

- (iii) To declare the Parish Council exempt from external audit in 2022-23
- (iv) to receive internal auditors report
- (v) To approve the Annual Governance Statement 2022-23
- (vi) To approve the Accounting statements 2022-23
- (vii) To approve internal auditor 2023-24
- (viii) To agree the period of Notice for the Exercise of Public Rights (12th June 2023- 24th July 2023)
- (ix) To review and update Financial Risk Assessment as per audit

13. To decide on new options offered by Annual Insurance cover

14. Correspondence & Clerks report –

- (i) Defibrillator is reaching the 10 years after which it is recommended that it should be replaced
- (ii) Email has been received offering training Play Equipment Inspection Training
9 May or 9 November, 1 - 4 pm Dereham
£40 CAN members | £60 non-CAN members

14. Date and time of the next Parish Council meeting: tbc