# Wilby Parish Council MINUTES

## To: Members of Wilby Parish Council

You are duly summoned to attend the next meeting of Wilby Parish Council to be held at 6.30pm on Wednesday 22nd May 2024 at Wilby Coronation Hall.

## Public Attendance

Members of the public and press are welcome to attend. At item 9, the public will be invited to give their views/question the Parish Council on issues on the agenda, or raise issues for consideration of inclusion at future meetings. This item will generally be limited to 15 minutes duration.

# AGENDA

## Chairman’s welcome

## Welcome to Cllr Ball

## Apologies and approval of absences

## (a) Councillors to receive any apologies for absence: Cllr Anders, Footpath & Tree Warden

## (b) Councillors to **vote** on acceptance of any apologies received: Voting not required

1. **To receive Declarations of Interest**

Councillors to declare interests in subsequent agenda items as follows:

(a) Pecuniary Interests N/A

(b) Other registerable interests N/A

(c) Non-registerable interests N/A

1. **To consider requests for dispensations** N/A
2. **Councillor vacancies: To review any applications for co-option:** None
3. **To resolve that the minutes of the meeting of the council held on 11th April are a true and correct record**

Agreed

1. **County and District Councillors & Footpath and Tree Warden Reports**

To be discussed at APM

1. ***Progress Reports/updates to be deferred to the following meeting***

## Public participation session (15 minutes)

## Councillors to receive questions or comments from the public on agenda items

## None.

1. **To consider planning applications**

No applications for consideration.

1. **Finance**

To receive Finance Report

**Due to an error on behalf of Lloyds Bank, the finance section this month is unavailable as the Clerk does not currently have account access.**

* + 1. Bank Reconciliation - TBC
    2. Budget to Actual - TBC
    3. Receipts and Payments since last meeting – TBC

Clerk to send the above post meeting as an update to all Cllrs.

* 1. **To authorise payments as listed below:**

Suffolk Cloud Website Hosting £120 - Approved

SALC Membership 2024/2025 £177.04 - Approved

Defibrillator Annual Support Invoice £151.20 - Approved

Clerk expense (stamps): £3.40 - Approved

**c. To retrospectively authorise payments as listed below:**

HMRC £101.80

Salaries £407.80

Approved

1. **AGAR**

a. The Annual Internal Audit Report received and noted

b. The Annual Governance Statement (Section 1) is approved and signed by the Clerk and the Chair

c. The Accounting Statements (Section 2) are approved and signed by the Chair

d. The Certificate of Exemption is approved

e. The RFO sets the commencement date for the exercise of public rights: Monday 3rd June to Friday 12th July

f. The Certificate of Exemption is signed by the RFO and the Chair

g. To appoint the Internal Auditor – Heelis and Lodge appointed

1. **Policies for review**

a. *Community Emergency Planning TBC*

b. Standing Orders – to be deferred for approval at next meeting

c. Financial Regulations – to be deferred for approval at next meeting

1. **CIL**

Monies received from CIL payment in 2017: MSDC has approved the Parish Council to utilise the CIL payment for planned works.

1. **Items for consideration for inclusion on the next agenda**

CIL and Highways

Signage at Wilby Green

1. **Correspondence for Information**

Member of the public informed the Clerk that they had received Parish Council paperwork from Lloyds Bank. Clerk rectified immediately with Lloyds.

## Items from Parish Councillors

## Historic emails from change of provider – emails will stay on laptops

## Review actions list as an agenda item

## Date of next meeting

To confirm the date of the next meeting, scheduled for 11th July 2024 – meeting date changed to Thursday 18th July

Meeting close: 19.36.

*A. Clarke*

*Clerk to the Council*

Approved by Chair…………………………………………………………………………………...Date……………………………..