All members of Badingham Parish Council are summoned to the Annual Parish Council Meeting (AGM) in Badingham Village Hall on **Tuesday 7th May 2024 at 7:00pm**

The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded.

The meeting is open to members of the public to attend in person. Members of the public not wishing to attend in person may submit written representations on issues to be covered in the agenda or items in general which will be noted for further consideration. This item will be limited to 15 minutes duration but may be extended at the discretion of the Chair Person.

Members of the public may still attend virtually if this is their preferred option. If you would like to join remotely, please advise the clerk at least 3 working days in advance so the link can be set up and confirmed.

AGENDA

1. **Election of the Chair:** To formally elect the Chair and sign the Declaration of Office
2. **Chair’s Welcome**
3. **Apologies for Absence:** To receive and approve any apologies for absence
4. **Pecuniary/Non-Pecuniary Interests and Code of Conduct:**
   1. Councillors to declare any Pecuniary or Non-Pecuniary Interests and Consideration of any requests for dispensation. Notwithstanding this item, Members may subsequently declare an interest at any point in the meeting. Members to be reminded of their obligations under the new Suffolk Code of Conduct including the Nolan Principles of Public Office
   2. Members to complete new Register of Interest Form (ROI) where appropriate and expenses form
5. **To consider any other appointments as follows:**
6. Vice- Chair and signing of Declaration of Office
7. Responsible Financial Officer
8. Personnel responsibility
9. To consider any other relevant roles and /or responsibilities
10. **Minutes:** To receive and approve the minutes of the meeting 12 March 2024.
11. **Matters arising from the previous minutes not covered elsewhere**
12. **Public Forum:** Members of the public may give their views on issues on this agenda, or raise issues for future consideration, at the discretion of the Chairman. They may speak for up to 3 mins and the session will last no longer than 15 minutes. Members of the public may not take part in the Committee meeting itself.
13. **Report from County Councillor**
14. **Report from District Councillors Grey and Langdon-Morris and ESC Leader’s Monthly Bulletin:** Two reports previously circulated and on the website.
15. **Governance and Statutory Business:**
16. To approve and sign the updated Risk Assessment Schedule
17. To approve and sign the annual AGAR documents as follows: (i) Certificate of Exemption Form 2: (ii) Section 1 Annual Governance Statement; (iii) Section Two Accounting Statements
18. To approve and sign the Accounting Statement for year ending 31 March 2024
19. To approve the Schedule of Annual Regular Payments and nominate 2 Councillors to sign
20. To approve the schedule of meetings for the coming financial year
21. **Planning Matters:**
22. To discuss the following planning applications received: (i) DC/24/0874/FUL The internal remodelling of an existing four bed house Twin Oak Drive. (ii) DC/24/1084/FUL Retrospective Application, Agricultural Building Wood farm, Badingham.
23. Any planning determinations received: DC/23/3893/LBC Listed building consent. Permitted
24. Any other planning matters for information only.
25. How can we protect the integrity of the village.
26. **Accounts:**
27. Approve the payments to be made and those made since the last meeting, including Village Hall payments.
28. Receipts to note.
29. To approve the Bank Reconciliation for year end 31 March 2024 and 30 April 2024
30. To update on internet banking including any o/s internet sign ups, payment approval procedures and distinguishing payments from PC/VH accounts.
31. Purchase of Coronation Plaque for tree in Church
32. Annual Charity Donation c/forward from 23/24 budget
33. **Village Hall:** To receive update, approve any decisions if required including financial controls & governance
34. **Pocket Park and Open Green Spaces**: to receive updates and consider any decisions
35. **Village Hall Wifi / BT update**
36. **Plug in Suffolk update**
37. **Correspondence received**
38. **Motion under the Public Bodies** (admission to meetings) Act 1960 to exclude the public and press for discussions regarding personnel where publicity might be prejudicial to the special nature of the business.

**Caroline Byrne**Mrs C Byrne, Parish Clerk and Responsible Financial Officer, Badingham Parish Council

Email: [badinghamclerk@gmail.com](mailto:badinghamclerk@gmail.com) Dated: 1st May 2024

*Please be aware that filming and recording of the meeting may be taking place during the meeting*