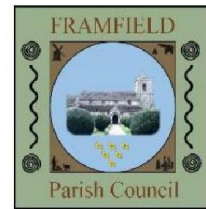


FRAMFIELD PARISH COUNCIL

www.framfieldcouncil.org.uk

Parish Clerk: ANN E NEWTON (Mrs)
'Highlands', Framfield Road
Blackboys, East Sussex TN22 5LR
Telephone: 01825 890182
Email: clerk@framfieldcouncil.org.uk



Dear Councillor

To all Members of the Framfield Parish Council you are hereby summoned to the attend the Annual Parish Council Meeting to be held at the Village Hall, Blackboys, on Tuesday, 28 May 2024 at 5 pm.

Meeting called by: Ann Newton – Clerk to the Council – 21 May 2024.

Ann E Newton

AGENDA

- 1. To Elect a Chairman and Receive Declaration of Office**
- 2. Apologies**
- 3. Declarations of Interest**
- 4. To Elect a Vice Chairman**
- 5. To Elect Committees and Representatives.**
Committees – to remain as all Councillors.
 - Finance and General Purposes (Chairman, Vice Chairman, plus a minimum of 3 other members).
 - Planning (maximum of 6 members).
*Committees to elect a Chairman at their first meeting.*Appointments/Representatives
 - WDALC/SALC (Clerk)
 - Wealden Planning Panel (TH)
 - Wealden Cluster meeting (KB/Clerk)
 - Emergency Planning Co-ordinator/Police (KB).
 - Internal Audit (Mulberry & Co)
- 6. Approval of the last minutes – 26 March 2024.**
- 7. Adoption of the Parish Asset Register – no changes - attached.**
- 8. Adoption of the Parish Council Risk Assessment – on website – no changes.**

9. Adoption of the Financial Regulations – on website - no changes.

NALC have just issued revised standard financial regulations which will be revised and put forward for adoption by the Parish Council later in the year.

10. Adoption of the Standing Orders – on website – no changes.

NALC have just issued one revision on procurement to be implemented within the standing orders. This will be included and put forward for adoption by the Parish council later in the year.

11. Review and agreement to the Reserves – details attached within finance pack.

12. Review of the Council's Internal Audit Effectiveness – the report is within the AGAR enclosed.

13. Review and adoption of the Governance Statement as detailed in the Annual Return (AR) – copy of the AGAR enclosed. Councillors to agree points 1-9 as detailed.

14. Formal approval of the Accounts for the year ending 31 March 2024 (this will be subject to any minor amendments prior to submission) – copy of the AGAR enclosed.

15. To resolve payment of two standing direct debits each year, namely British Telecom plc (quarterly telephone/internet) and the Public Works Loan Board (bi-annual – play area loan re-payment). All payments to be detailed on the finance sheet.

16. To resolve payment of all staff salaries by BACS each month and any other payments which require BACS payment in advance of a Parish Council meeting (the latter to be with the authorisation of the Chair/RFO). All payments to be detailed on the finance sheet.

17. Date of the next full Parish Council meeting – 30 July 2024.