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**STANTON PARISH COUNCIL**

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Clerk to the Council: - Fiona Osman  
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**Chair – Jim Thorndyke**

**Vice Chair – Charlie Harvey-Evers**

**NOTICE IS HEREBY GIVEN THAT THE NEXT MEETING OF THE PARISH COUNCIL WILL BE HELD ON**

**THURSDAY 9 May 2024 at 7pm at Stanton Village Hall**

Councillors are summoned to attend.

**AGENDA**

- 1. Election of Chairman:** Election of Parish Council Chairman for 2024-25. Newly elected Chairman to sign 'Acceptance of Office' declaration before proceeding with meeting.
- 2. Election of Vice Chairman:** Election of Parish Council Vice Chairman for 2024-25.
- 3. Roll Call and Apologies:** To receive and consider acceptance of apologies for absence.
- 2. To consider and approve minutes of previous meeting:** 11 April 2024 (attached)
- 3. Public Forum:** The public are invited to address the Council. The period of time designated for public participation at a meeting shall not exceed 15 minutes (unless directed by the chairman of the meeting). A member of the public shall not speak for more than 5 minutes.
- 4. Reports from:**
  - a. District Councillor Jim Thorndyke
  - b. Suffolk County Councillor Joanna Spicer
- 5. Clerk's Report** (attached)
- 6. Declarations of Interest:** To declare any interest in remaining items on the agenda.
- 7.1 Statutory Business/Governance:**
  - a. **To review and adopt Standing Orders and Policies Document - 2024-25** (attached)
    - A. Standing Orders
    - B. Code of Conduct for Members
    - C. Financial Regulations
    - D. Statement of Internal Control
    - E. Risk Assessment

## 7.2 Finance:

- a.
  - i. **Finance Report as at 30 April 2024** – (attached) to receive and agree.
  - ii. **Scheduled payments** - to approve payments– to be signed by Chair.
- b. **Internal Audit** – (attached) to receive the report of the Internal Auditor for Accounts and Annual Governance Statement 2023-24.
- c. **Annual Governance Statement** – (attached) to consider and approve Annual Governance Statement (AGAR Section 1) – to be signed by Chair and Clerk.
- d. **End of Year Accounts** – (attached) to consider and approve End of Year Accounts (AGAR Section 2) - to be signed by Chair.
- e. **Asset Register** – (attached) to review and approve the Asset Register 2024-25
- f. **Insurance Renewal** – (attached Notes and Renewal Invitation Letter) - to discuss and agree insurance renewal with effect from 1 June 2024

## 8. Planning applications:

- a. **New Applications** **NONE**
- b. **Determined Applications that were Rejected:** **NONE**

## 9. Matters for discussion:

- a. **Play Area Inspection Reports** – (attached) to receive and note Cllr Smith  
Inspection Reports for April 2024.
  - i. Pocket Park
  - ii. Skate Park
  - iii. Village Hall
- b. **HR Working Group** – to receive a verbal update Cllr Harvey-Evers
- c. **Village Green** – to receive a verbal update Cllr Harvey-Evers

## 10. Correspondence received:

- a. RAF Honington Annual Reception invitation to Chairman (attached)
- b. Temporary Road Closure Notice – South Lopham

## 11. Questions to the Chairman.

To consider any questions to the Chairman and whether items should be added to future agendas.

## 12. Date of next meetings.

To confirm the next scheduled Parish Council meeting on **Thursday 13 June 2024 at 7pm**

Signed: *Fiona Osman*  
Clerk to Stanton Parish Council  
Date: 2 May 2024

**Attachments:**

<b>Agenda item</b>	<b>Details</b>
5	Clerk's Report – 30 April 2024
7.1 A	DRAFT – Standing Orders and Policies Document 2024
7.2 a	Finance Report – 30 April 2024
b	Internal Audit Report 2023-2024
c & d	Annual Governance Statement (AGAR Section 1) and End of Year Accounts (AGAR Section 2) and Notes
e	Asset Register 2024-25 – Year End
f	Insurance Renewal Notes and Renewal Invitation Letter
9 a	i. Play Area Inspection Report – Pocket Park ii. Play Area Inspection Report – Skate Park iii. Play Area Inspection Report – Village Hall
10 a	RAF Honington Annual Reception invitation to Chairman (attached)
b	Temporary Road Closure Notice – South Lopham (attached)