

HACHESTON PARISH COUNCIL

Councillors are summoned to attend the Annual Meeting of Hacheston Parish Council which will be held in the meeting room of Hacheston Village Hall after the Annual Parish Meeting, at approximately 7.45pm on Wednesday 21st May 2025

AGENDA

1. To appoint a Chair and signing of Chair's Declaration of Acceptance of Office
2. To appoint a Vice-Chair and signing of Declaration of Acceptance of Office
3. Other Councillors to sign a Declaration of Acceptance of Office
4. To receive apologies for absence
5. Declarations of interests & applications for dispensations
6. Minutes of meeting on 12th March 2025 to be approved as a true record of the meeting
7. Matters arising
8. Appointment of Officers and Council Representatives

Responsible Financial Officer & Webmaster
Examining Councillor
Village Hall Parish Council Representative
Hacheston United Charities Representative
Village Recorder
SALC representative
Sizewell Transport Forum Representative
Community Partnerships representative

PUBLIC FORUM

Members of the public are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for further consideration at the discretion of the Chairman.

Including Ward and County Councillors' Reports

9. Clerk's report
10. Responsible Financial Officer's report
 - a) To consider making the following payments:

Amount	Payee	Details
£250.00	Trevor Brown	Internal Audit
TBC	G. Whiting	Grass mowing May - Invoice awaited
£79.20	SALC	Cllr Judd training sessions
£222.24	SALC	Membership subscription
£22.80	SALC	Six months payroll services
£28.33	L. Kindred	Share of Microsoft 365 subscription

- b) To note payments and receipts since the last meeting

Payments:

23.03.2025	SALC	£79.20 Cllr Montgomery training sessions
23.03.2025	ESC	£74.88 Annual dog bin service charge
29.04.2025	The DefibPad	£79.02 Replacements pads

Receipts:

03.03.2025	Barclays	£6.34 Interest
29.04.2025	ESC	£5,020.00 Precept payment

- c) To note current & deposit account balances
 - d) To note reserved funds at 31st March 2024
 - e) Examining Councillor to sign and date bank reconciliation and bank statements
 - f) Review bank mandates for Barclays accounts and CCLA account
 - g) Review the Council's direct debit and standing orders
11. To review Internal Auditors' Report on 2024-2025 annual paperwork and consider any recommendations
 12. **Procedural**
 - a) To review the Statement of Internal Control & consider its effectiveness
 - b) To consider acceptance of the **Accounts** for the year ending 31st March 2025
 - c) To complete of **Section One** (Annual Governance Statement), followed by **Section Two** (Accounting Statements) of **Form 2 of the Local Councils' Annual Return** for year ending 31st March 2025
 - d) To complete the Certificate of Exemption regarding a Limited Assurance Review
 - e) To note the Statement of Significant Variances
 - f) To note clerk's rate of pay & consider request to revert back to contracted hours from 1st April 2025
 13. **To review**
 - a) Standing Orders- *consider NALC revisions to Orders 14 a,b, c (Code of Conduct) and 18 a, c, d,f (Procurement and Financial Regulations)*
 - b) Assets Register
 - c) Financial Regulations - *consider NALC revisions to items 5.4, 5.7 & 5.11*
 - e) Risk Assessment Physical Assets
 - f) Financial Risk Assessment - *to include reference to CCLA deposit fund*
 - g) Data Protection Policy
 - h) Data Publication Scheme
 - i) Insurance Policy & ensure this is fit for the Council's needs
 - j) Website accessibility policy
 14. **To re-adopt the Suffolk Code of Conduct or consider adopting the Local Government Association's Code of Conduct.**
 15. **To appoint an internal auditor for the year ending 31st March 2026**
 16. **To approve the Community Infrastructure Levy (CIL) Report for period ending 31st March 2025**
 17. **Consider applying to SCC for a licence to purchase planters for verges along The Street**
 18. **To consider correspondence received since date of last meeting and determine any actions :**
 - Battery Storage Facility near Wickham Market Substation - Community Consultation
 - Request re contractor cutting an additional verge cutting near village hall
 - Request to support the Village Big Lunch
 - Devolution information evening Brandeston 2nd June
 - SALC 75th anniversary event 1st July
 - ESC Community Governance Review re Councillor numbers
 - ESPA Affiliates meeting at Yoxford Village Hall 3pm Saturday 24th May
 19. **Councillor reports & updates**
 20. **Matters to be raised at the next meeting**
 21. **Confirm date of next meeting**

Lydia Kindred

Clerk to Hacheston Parish Council

