



Flitcham cum Appleton Parish Council

34 Beech Road, Downham Market, Norfolk PE38 9PH

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Chairman: Richard Gray **Clerk:** Gill Welham

Dear Parishioner

The Annual Parish Meeting of Flitcham cum Appleton Parish Council will be held on

Monday 18th May 2026 at 7.30 pm at the Community Centre, Flitcham

to be followed by the Annual Parish Council Meeting. You are warmly invited to attend

Yours sincerely (Clerk)

ANNUAL PARISH MEETING AGENDA

1. Apologies for absence
2. Minutes of last Annual Parish Meeting held on 12th May 2025 for approval
3. Matters arising from those minutes
4. Declaration of interests in items on the Agenda
5. Chairman's Report
6. Parish Council Financial Report
7. Reports from village groups:
 - St Mary's Church
 - Flitcham Community Centre Social/Management Committee
 - Flitcham Bowls Club

ANNUAL PARISH COUNCIL AGENDA

1. Apologies for absence
2. Election of Chairman for the coming year and declaration signed for acceptance of office
3. Election of Vice Chairman for the coming year and declaration signed for acceptance of office.
4. Declaration of interest in items on the Agenda
5. Minutes of the meeting held on 2nd March 2026 to be approved.
6. Matters arising from the minutes not already included in this agenda.
 - 02.03.09 – additional signatory for the bank – DM-D
 - 02.03.10 – handover of monthly Playground Inspections
 - 02.03.10 - purchase replacement defib pads – completed/installed in cabinet
 - 02.03.10 – purchase replacement batteries for SAMS unit
 - 02.03.11 – funding now received from Norfolk Community Fund
 - 02.03.16 - signed contract for grass cutting received from LA Garden Maintenance
7. Public question time
8. Councillors Reports: Playground (maintenance undertaken), Defibrillator
9. Finance:
 - a. Review of Internal Auditors Notes
 - b. Approve the Annual Governance Statement (Section 1 of the AGAR Parts 2 & 3).
 - c. Consider the Accounting Statements 2025-2026
 - d. Approve the Accounting Statements and Certificate of Exemption and sign off by Chairman
 - e. Approval of invoices for payment
 - f. To review and approve Insurance renewal
 - g. Exchange memory stick
10. To complete the Adoption of the Phone Kiosk and sign the Agreement and discuss future useage
11. To discuss feedback following training for Councillors
12. To discuss various matters with regard to the village Newsletter
13. To discuss continuing maintenance of the Village Sign
14. To discuss the library within the Bus Shelter

15. To discuss maintenance of the Welcome Pack
16. To discuss use of the re-vamped Notice Board
17. To establish details of Allotments within the village
18. To discuss Footpaths/Norfolk Ramblers
19. Correspondence
 - ~ Email from MOP re allotment availability within the village
 - ~ Email from Jake Hardwick re Norfolk Community Funding
 - ~ Email from Cllr Beales re LGR update
 - ~ Email from MOP re speeding/parking along Abbey Road
 - ~ Email from Norfolk Ramblers Association re Audit
 - ~ Email from BCKL&WN re planning application at Poppy Lodge
 - ~ Email from CAS Insurance Services – unable to quote
 - ~ Email from Paula Gilluley re Neighbourhood Policing meeting
 - ~ Email from Tara Cook BCKL&WN re Planning Parish Update sessions – DM-D attending.
20. Business extra to the agenda (for discussion only, no decisions can be taken)
21. Date of next meeting: Monday 6th July 2026