



Flitcham cum Appleton Parish Council

34 Beech Road, Downham Market, Norfolk PE38 9PH

Tel: 01366 384205 Email: clerkflitchamparishcouncil@hotmail.co.uk

Chairman: Susan Allen **Clerk:** Gill Welham

Dear Parishioner

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

Tuesday 16th May 2023 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 3rd May 2022 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 Management Committee
 - Flitcham Community Centre Social 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. Councillors to complete new Register of Interests document and sign Code of Conduct.
5. Declaration of interest in items on the Agenda
6. Minutes of the meeting held on 7th March 2023 to be approved.
7. Matters arising from the minutes not already included in this agenda.
 - 07.03.12 – 20's Plenty – SD to arrange further meeting
 - 07.03.16 – Grass cutting contract – now in place
 - 07.03.17 – SAMS unit purchase of locks
8. Public question time
9. Councillors Reports: Playground, Defibrillator
10. 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 2022-2023
 - d. Approve the Accounting Statements and sign off by Chairman
 - e. Approval of invoices for payment
 - f. Insurance quote
 - g. Grass Cutting contract
 - h. Exchange memory stick
11. To review Playground Inspection renewal contract and ongoing maintenance issues.
12. To review the Emergency Plan
13. To discuss the need for a Manger Elk within the community
14. To Co-opt any new councillors/encourage new councillors to fill vacancies
15. Correspondence

- ~ Email from Norfolk CC re Norfolk Community Biodiversity Awards 2023
- ~ Email from Voluntary Norfolk re the Big Help Out scheme
- ~ Email BCKL&WN re funding for projects with Borough benefits
- ~ Email from Golden Tree Surgeons re assistance available
- ~ Email from NorfolkALC re internal audit online support
- ~ Email from Paul Blackmur thanking the PC for their letter
- ~ Email from Norfolk Highways re Rangers visit in May
- ~Email from Online Playgrounds offering an alternative quote

16. Business extra to the agenda (for discussion only, no decisions can be taken)
17. Date of next meeting: Tuesday 4th July 2023
18. Action to be taken at the next meeting.