

Telephone 07725 843 505

Email Clerk@ninfieldpc.co.uk

Website <http://www.ninfieldpc.co.uk/community/ninfield-parish-council-15069/home>

13/11/2024

I hereby give you notice that you are summoned to attend the Full Parish Council meeting on Thursday 21st November 2024 at 6.30pm at Ninfield Methodist Hall when it is proposed to transact the following business.

Signed

Jackie Scarff, Clerk & RFO

Public Questions:

In accordance with standing orders **ten minutes** are available for the Public to express a view or ask a question on **relevant matters on the following agenda.**

Members of the public are welcome and encouraged to stay and observe the rest of the meeting.

- 1. Chairman's welcome to the meeting.**
- 2. To receive any questions on the reports from the County and District Cllrs.**

**To receive reports from
Schools
Church**
- 3. To receive and accept apologies** and reasons for absence in accordance with the Local Government Act 1972 S 85 (1).
- 4. Disclosure of Interests**
In accordance with the Localism Act 2011 to receive any disclosure by Members of personal interests in matters on the agenda, the nature of the interest and whether the member regards the interest as prejudicial under the terms of the Revised Code of Members Conduct

To consider granting any dispensations.

Any changes to register of interests should be notified to the clerk immediately.
- 5. Exclusion of the Public**
To exclude the public for a particular agenda item the following resolution must be passed. 'Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature or other special reason (to be specified) of the business to be transacted.'
- 6. Minutes of previous meeting of 17th October 2024** to be considered for approval and signed as a true record.

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7. Business to be transacted.

- a) Finance Matters
 - i. To receive the Statement of Accounts to 31st October 2024 for noting.
 - ii. To receive the bank statement and corresponding bank reconciliation to 31st October 2024 for noting.
 - iii. To receive and agree payment of the schedule of invoices.
 - iv. To note the report from the external auditor PKF Littlejohn.
 - v. To note the report from the internal auditor (if available) and agree any actions required.
 - vi. To note the Local Government Pay review back dated to 1st April 2024.
- d) To review the budget v actuals to date and agree any actions required.
- e) To review the EMR's and agree any actions required.
- f) To receive the first draft of budget for next year and agree any amendments.
- g) To review the councils risk assessment and agree any actions required.
- h) To receive questions on any written reports from Parish Councillors.
- i) To discuss the Boundary review and agree any actions required.

8. Date of next meeting.

To note the date of the next meeting is The Full Council Meeting Thursday 19th December 2024, 6.30pm at the Methodist Hall.

9. Correspondence – to note for possible inclusion on next agenda.

Circulation to all Councillors.

In accordance with The Data Protection Act 2018 all attendees of the meeting are hereby notified that the meeting will be recorded as an aide memoire for the clerk when compiling the minutes. The recordings are held securely and are deleted after the resolution that the minutes are a true and correct record.

Members of the public should be aware that being present at a meeting of the Council or one of its committees or sub-committees will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present. A person or persons recording the parish meeting are reminded that the "Public Session" period may not be part of the formal meeting and that they should take legal advice for themselves as to their rights to make any recording during that period.