



Fordham Parish Council Meeting

A G E N D A

Tuesday 10th May 2022 at 7.30pm

Dear Councillor, you are summoned to attend a meeting of the Parish Council to be held in the **Fordham Village Hall, Church Road, Fordham CO6 3NE** commencing at **7.30 pm on Tuesday 10th May 2022**. The Public and Press are invited to attend.

Signed (Clerk)

Dated: 03/05/22

22-23/1 Election of Chairman

22-23/2 To receive Chairman's Declaration of Acceptance of Office

22-23/3 Appointment of Vice Chairman

22-23/4 Those present and apologies for absence

Motion. To record attendance and accept apologies for absence

22-23/5 To receive any declarations of interests from Councillors

Motion. To record and accept any declarations of interest from Councillors

22-23/6 Minutes of the Parish Council meeting Tuesday 26th April 2022

Motion. The minutes of the full council meeting are accepted as a true record

22-23/7 Public question time

The meeting may be temporarily suspended for up to fifteen minutes if members of the public wish to comment on agenda items or items of interest or concern to the Parish

22-23/8 Received report from County and Borough Councillors if in attendance

22-23/9 Planning

9.1 To discuss any planning applications received between 4th to 10th May 2022

Motion. To prepare a response for any applications received between 4th to 10th May 2022 (to be presented at the meeting)

9.2 To note planning decisions received

To note any planning decisions received by 10th May 2022

22-23/10 National Grid East Anglian Green Consultation

Motion. To prepare a response from the Parish Council

22-23/11 Parish Council Policy Documents

Motion. To review and agree to adopt the following policies

11.1 Financial Regulations

11.2 Standing Orders

21-22/12 Parish Council Risk assessment

Motion. To note the risk assessment for 2022-23

22-23/13 Annual Return for year ending 2021-22

13.1 Internal audit report 2021-22

Motion. To receive, approve and note recommendations from the internal audit report 2021-22

13.2 Section 1 – Annual Governance Statement for the year ending 31st March 2022

Motion. To receive, approve and agree for the Chairman to sign Section 1, the Annual Governance Statement for the Year Ended 31st March 2022

13.3 Section 2 – Accounting Statement for the year ending 31st March 2022

Motion. To receive, approve and for the Chairman to sign Section 2, the Annual Accounting Statements for the Year Ended 31st March 2022

13.4 Approval of the Annual Accounts & Supporting Statement

Motion. To receive and approve the Annual Accounts for the year ended 31st March 2022

22-23/14 Compliance and GDPR

Motion. That members of the Council and the Clerk agree to they comply to the GDPR Security Compliance Checklist

22-23/15 Appointment of RFO (Responsible Finance Officer)

Motion. That the Clerk be appointed RFO

22-23/16 Appointment of officers for roles and responsibilities within the Parish Council

Motion. That members be appointed to roles within the Parish Council.

22-23/17 Appointment of officers for representation with village organisations

Motion. That members be appointed to represent the PC with village organisations.

22-23/18 Finance

18.1 Online Banking process

Motion. To approve the online banking process

18. 2 Confirmation of regular direct debits and payments for 2022-23

Motion. To approve a list of regular direct debits and monthly payments which will be made each month

18. 3 Banking Arrangements

Motion. That Cllrs G Branagh, N Durlacher and D Chapman remain signatories for the Parish Council bank account and Cllrs H Branagh and M Hamilton-Macy are currently being added.

18.4 Internal Auditor

Motion. To appoint an Internal Auditor for 2022-23

22-23/19 Expenditure

19.1 Invoices for payment received between 27th April to 10th May 2022

Motion. To approve payments listed in appendix A (to be presented at the meeting)

22-23/20 Health & Safety and Village Maintenance

20.1 Weekly H&S checks for the Playground

w/c: 19th and 26th April 2022

Motion. To note reports and agree to action any faults as described in the reports

20.2 Playground inspection

Motion. to agree supplier to perform the annual playground checks.

22-23/21 To receive Councillors reports

22-23/22 Items for next meeting

The next meeting will take place on 28th June 2022 at 7.30pm in the Village Hall

Motion. To agree any further items for future Parish Council meetings