



Fordham Parish Council Meeting

A G E N D A

Tuesday 23rd May 2023 at 6.45pm

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 **6.45pm on Tuesday 23rd May 2023**. The Public and Press are invited to attend.

Signed (Clerk)

Dated: 16/05/23

23-24/1 Election of Chairman

23-24/2 To receive Chairman's Declaration of Acceptance of Office

23-24/3 Appointment of Vice Chairman

23-24/4 Those present and apologies for absence

Motion. To record attendance and accept apologies for absence

23-24/5 To receive any declarations of interests from Councillors

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

23-24/6 Minutes of the Parish Council meeting Tuesday 25th April 2023

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

23-24/7 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

23-24/8 Received report from County and Borough Councillors if in attendance

23-24/9 Planning

9.1 To discuss any planning applications received between up to 23rd May 2023

Motion. To prepare a response for any applications received up to **23rd May 2023** (to be presented at the meeting)

9.2 To note planning decisions received

To note any planning decisions received by 23rd May 2023

23-24/10 Parish Council Policy Documents

Motion. To review and agree to adopt the following policies

10.1 Financial Regulations

10.2 Standing Orders

23-24/11 Parish Council Risk assessment

Motion. To note the risk assessment for 2023-24

23-24/12 Annual Return for year ending 2022-23

12.1 Internal audit report 2022-23

Motion. To receive, approve and note recommendations from the internal audit report 2022-23

12.2 Section 1 – Annual Governance Statement for the year ending 31st March 2023

Motion. To receive, approve and agree for the Chairman to sign Section 1, the Annual Governance Statement for the Year Ended 31st March 2023

12.3 Section 2 – Accounting Statement for the year ending 31st March 2023

Motion. To receive, approve and for the Chairman to sign Section 2, the Annual Accounting Statements for the Year Ended 31st March 2023

12.4 Approval of the Annual Accounts & Supporting Statement

Motion. To receive and approve the Annual Accounts for the year ended 31st March 2023

23-24/13 Compliance and GDPR

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

23-24/14 Appointment of RFO (Responsible Finance Officer)

Motion. That the Clerk be appointed RFO

23-24/15 Appointment of officers for roles and responsibilities within the Parish Council

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

23-24/16 Appointment of officers for representation with village organisations

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

23-24/17 Casual Vacancy

Motion. To agree to advertise a casual vacancy

23-24/18 Finance

18.1 Online Banking process

Motion. To approve the online banking process

18. 2 Confirmation of regular direct debits and payments for 2023-24

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, H Branagh, D Chapman N Durlacher and M Hamilton-Macy remain signatories for the Parish Council bank account

18.4 Internal Auditor

Motion. To appoint an Internal Auditor for 2023-24

18.5 Memberships

Motion. To confirm memberships to associations for 2023-24

23-24/19 Expenditure

19.1 Invoices for payment received between 29th March to 18th April 2023

Motion. To note increase of 0.32p to Three mobile invoice, a total of £1,534.91 presented as of 25th April 2023

19.2 Invoices for payment received between 26th April to 16th May 2023

Motion. To approve payments listed in appendix A total **£2,695.46**

19.3 Invoices for payment received between 17th to 23rd May 2023

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

23-24/20 Health & Safety and Village Maintenance

20.1 Weekly H&S checks for the Playground

w/c: 17th and 24th April 2023

w/c 1st May, 8th and 15th 2023

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

20.3 Tree work on Village Green

Motion. to approve quote for works on the village green trees

23-24/21 To receive Councillors reports

23-24/22 Items for next meeting

The next meeting will take place on 27th June 2023 at 7.30pm in the Village Hall

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

Appendix A

Expenditure submitted 29th April to 16th May 2022

To be presented at the meeting

Key:

DD – Direct Debit

DC – Debit card payment

BACS – Electronic payment

* - VAT to be reclaimed

Type	Date	Invoice no	Payable	Purpose	Amount (* VAT)	Initial	Initial
DC	03.05.23	---	Post Office	Postage	£2.60		
DD	22.05.23	AER1417427812	Three mobile	Mobile phone	£7.32		
BACS	24.05.23		J&M Payroll	Fees (May)	£36.00*		
BACS	24.05.23	---	J&M Payroll Services	May Payroll <i>Including HMRC/Ni/Pension</i>	£1,311.59		
BACS	24.05.23	009	C Cousins	Playground checks (May)	£100.00		
BACS	24.05.23	1/5	ASAP Accounting Services Ltd	Internal Audit	£252.00*		
BACS	24.05.23	199	JPB Landscapes	Grasscutting	£504.95*		
BACS	24.05.23	---	SLCC Essex	Clerks training day	£25.00		
BACS	24.05.23	16722	EALC	Playground training	£456.00*		

Total expenditure: £2,695.46

Appendix B

Expenditure submitted 17th – 23rd May 2022

To be presented at the meeting

Key:

DD – Direct Debit

DC – Debit card payment

BACS – Electronic payment

Type	Date	Invoice no	Payable	Purpose	Amount (* VAT)	Initial	Initial
BACS	23.05.23	---	G Branagh	Annual meeting	£56.55		
BACS	23.05.23	90819	MTM Plant & Sales Ltd	Coronation	£150.00*		
BACS	24.05.23	1624	Apogee Property & Utility Consultants	VAS unit	£352.50*		
BACS	24.05.23		Apogee Property & Utility Consultants	VAS unit	£352.50*		

Total expenditure: £ 911.25