

Marham Parish Council – Annual Meeting Agenda

I hereby give you notice that the Annual meeting of the above-named Parish Council will be held on

Wednesday 15th May 2024 at 7.00pm in the Marham Village Hall.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

- 46/24 To open the meeting and to receive apologies for absence.
- 47/24 Election of Chair for 2024/25.
- 48/24 Election of Vice Chair for 2024/25.
- 49/24 To receive declarations of interest in items on the agenda and any requests for dispensation.
- 50/24 To hear from the public present (*max 3 minutes per person and total 15mins at the chair's discretion*).
- 51/24 To agree the [minutes](#) of the meetings held on 17th Apr 2024.
- 52/24 To receive Borough and County Council Members' reports.
- 53/24 **Financial Matters:** To receive RFO's report on [Payments](#), [Receipts](#) and [VAT Reclaim](#).
 - a. To review pre-approved payments and authorise payments pending.
 - b. To reconcile the accounts - Internal Control.
 - c. To ratify energy supply switch and Direct Debit mandate for the Village Hall and Pavilion.
 - d. To receive and sign the annual [CIL report](#).
- 54/24 **Telephone/broadband contract** update:
 - i. Village Hall Broadband broadband contract.
 - ii. To ratify the initiation and Direct Debit mandate for the Virtual Phone Number for the Clerk.
 - iii. Cancellation of the Clerks & Caretaker's Phone contracts.
- 55/24 **Annual Governance and Accountability Report (AGAR):**
 - a. To receive the Internal [Auditor's Report](#) and act on observations/recommendations.
 - b. To agree and approve the [AGAR Section 1 Accounting Statements](#).
 - c. To approve the AGAR Section 2 Accounting Statement as presented by the RFO.
- 56/24 **Consideration of planning** applications and decisions:
 - a. Applications:
 - b. Decisions:
- 57/24 **Clerk's report on correspondence** requiring further consideration:
 - a. Memorial Service for 207 Sqn 'Welles Crew' (Marham Cemetery).
 - b. New community dance group village hall booking request.
 - c. Late correspondence.
- 58/24 **Recruitment of Clerk/RFO/Burial Officer:** Update (application date closed 5th May)
- 59/24 **Governance:** To review/adopt the following policies:
 - a. [Business Continuity Policy](#).
 - b. [Volunteer Policy](#).
 - c. [Safeguarding Policy](#).
 - d. To adopt the P&S draft [ToRs](#).
 - e. Update on Cllrs Areas of Responsibility ToRs. ([Template for Cllrs to draft for their AOR](#))

60/24 **Councillor and Clerk reports on on-going matters:**

- a. Report on Litter pick.
- b. MS 365 for the laptop – Update.
- c. Speed Awareness ([SAM2 report](#)).
- d. Report on soft chairs from Wooten PC.
- e. Proposed and Seconded update (target date for next addition).
- f. Update on [installation of Coronation bench](#).
- g. Update on Councillor Training.
- h. Update on the Hillside School-run safety initiative.
- i. Update on Duck Signs installation.
- j. New Gov.UK Cllr and Clerk email addresses. (Deferred)
- k. Bus Stop (The Street East) retaining wall repair update.

61/24 **Notice Boards:** Proposal for refurbishment/replacement of notice boards. Cllr Flatt.

62/24 **Cemetery:**

- a. Report on reconciliation of records for import to Scribe.
- b. To consider application for memorial bench opp Row CC.

63/24 **Village Hall:**

- a. To receive report from the renovation project Steering Group and review the [Action Plan](#).
- b. To ratify the urgent decision on 26 March to engage the archaeologists already agreed.
- c. To receive report on requirement for a 5-yr electrical installation inspection.

64/24 **Bowls Club:** Update on the lease head of terms.

- a. Report on the Title deeds and land registration for the Coronation Playing Field.

65/24 **Allotments:** To hear report from Allotments member including [6-monthly inspection](#) and shed maintenance/replacement.

66/24 **Playing Field, Pavilion and Play Park:**

- a. Update on the Coronation Field access road resurfacing. Cllr V Inder.
- b. Tractor application and Football Foundation update. Cllr I. Haddleton.
 - i. To sign the Tractor & Attachments order acknowledgement contract.
- c. To identify a Cllr to undertake level 1 GMA certificate online training and authorise cost of £75.
- d. To decide on process for siting of container, site prep and fence/gate work with associated costs to be determined and approved.
- e. Pavilion kitchen. Cllr I. Haddleton.
- f. To receive the Play Equipment inspection report and remedial work on play equipment.

67/24 To receive items for the agenda for the Annual Parish Council meeting on 19th Jun 2024.

68/24 Close meeting.

Signed: *M Inder*

Proper Officer: Mr Mike Inder

Dated: 8 May 2024

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