

# HEVINGHAM PARISH COUNCIL

Clerk: Mrs Karen Medler  
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## NOTICE OF MEETING and SUMMONS TO ATTEND

The Annual Parish Council meeting will be held on Tuesday  
7<sup>th</sup> May 2024 at 7:30pm at Hevingham Village Hall

## AGENDA

1. Election of Chairman
2. Election of Vice Chair
3. To approve apologies for absence
4. To receive Declarations of Interest and consider any requests for Dispensation
5. To accept the minutes of the Council meeting held on 2<sup>nd</sup> April 2024
6. To report on matters arising from the previous meeting not on the agenda – for report only
7. To agree appointment of Village Hall representative
8. To agree appointment of Allotment Committee
9. To agree appointment of Internal Control Officer
10. Open forum for Public Participation
11. Matters for Discussion and Decision:
  - a) **Finance**
    - i) To agree accounts for payment (including Insurance for the year)
    - ii) To agree accounts for year ending 31<sup>st</sup> March 2024
    - iii) To receive the Internal Audit Report and note / agree any necessary action
    - iv) To review and agree the Annual Return
    - v) To receive Internal Control Report and agree any action
    - vi) To re-confirm bank signatories
  - b) **Allotments**
    - i) To receive any updates and agree the necessary action (fencing)
    - ii) To consider any new 'issues' raised and agree the necessary action
  - c) **Planning**
    - i) To discuss any new applications:  
None at present
    - ii) To note outcomes of previous applications
  - d) **Highway Matters** - To note any new issues and agree the necessary action
  - e) **Flooding on Westgate** – to note present position and agree any necessary action
12. Matters to report:
  - a) **Correspondence**
  - b) **Clerks report** (to include information on children numbers and population of village as requested)
  - c) **Village Hall Report**
  - d) **Police report**
  - e) **District and County Councillors reports**
13. Matters for future discussion and to note date of next meeting – 4<sup>th</sup> June 2024