

# PARHAM PARISH COUNCIL

**Councillors are summoned to attend the Annual General Meeting of Parham Parish Council which will be held on Tuesday 19th May 2026 after the Annual Parish Meeting (approx. 7.45pm) at Parham Village Hall**

## AGENDA

- 1. To appoint Chair and signing of Chair's Declaration of Acceptance of Office**
- 2. To appoint Vice-Chair and signing of Declaration of Acceptance of Office**
- 3. To consider any apologies for absence**
- 4. Declarations of interests & consider any applications for dispensations**
- 5. Consider approving the Minutes of meeting held on 10<sup>th</sup> March 2026 as a true record**
- 6. Consider any matters arising**
- 7. Appointment of Officers and Council Representatives**

Responsible Financial Officer  
Examining Councillor  
Village Hall Parish Council Representative  
SALC Representative  
Parish Tree Officer

Footpath Officer  
Village Recorder  
Wildlife Group  
Webmaster  
Community Partnerships Representative

## PUBLIC FORUM

**Members of the public are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for further consideration at the discretion of the Chairman.**

*Including District and County Councillors' Reports*

### **8. Clerk's Report**

### **9. Finances**

- a) To consider making the following payments:

Amount	Payee	Details
£250	Trevor Brown	Internal Audit
£191.19	SALC	Annual Subscription
£500.00	Parham Village Hall	Annual Donation
£40.00	Gary Whiting	Grass cutting and strimming March
£40.00	Gary Whiting	Grass cutting and strimming April
£29.99	L. Kindred	Share of Microsoft subscription 2026-2027

- b) To note payments and receipts since the last meeting  
02/03/2026 £28.74 Barclays Interest  
16/03/2026 £57.60 HMRC VAT refund  
29/04/2026 £10,000.00 East Suffolk Council Precept instalment
- c) To note CCLA, current & deposit account balances as at 31<sup>st</sup> March 2026
- d) Examining Councillor to sign and date bank reconciliation and bank statements

- e) To note reserved funds as at 31<sup>st</sup> March 2026
  - e) Review bank mandates
  - f) Review the Council's direct debit and standing orders
  - g) To note clerk's rate of pay from 1<sup>st</sup> April 2026
  - h) To discuss discrepancy between precept submission for 2026-2027 and Minutes of 13<sup>th</sup> January 2026.
- 10. To review Internal Auditors' Report on 2025-2026 annual paperwork and note any recommendations**
- 11. Procedural**
- a) To consider the Council's Statement of Internal Control & its effectiveness
  - b) To consider acceptance of the **Accounts** for the year ending 31<sup>st</sup> March 2026
  - c) To complete of **Section One** (Annual Governance Statement), followed by **Section Two** (Accounting Statements) of the **Local Councils' Annual Return** for year ending 31<sup>st</sup> March 2026
  - d) To agree **to opt out of External Audit** as an exempt council & **complete the Certificate of Exemption.**
  - e) To note the Statement of Significant Variances
- 12. To review**
- a) Standing Orders
  - b) Assets Register
  - c) Financial Regulations
  - d) Risk Assessment Physical Assets – *to include addition re closed churchyard*
  - e) Financial Risk Assessment
  - f) Data Protection Policy
  - g) Data Publication Scheme
  - h) Insurance Policy & consider level of cover is suitable for our assets
  - i) Website Accessibility Policy
  - j) Data & IT policy
- 13. To appoint an internal auditor for the year ending 31<sup>st</sup> March 2027**
- 14. To re-adopt the Suffolk Local Code of Conduct or consider adopting the Local Government Association's Code of Conduct as per the internal auditor's recommendation.**
- 15. To approve and sign the Community Infrastructure Levy report for 2025-2026**
- 16. To consider correspondence received since date of last meeting and determine any actions:**
- Rural Payments Agency Countryside Stewardship- 2026- 2027 claim form
  - Rural Payments Agency Countryside Stewardship- acknowledgement of safe receipt of claim form
  - PKF Littlejohn 2025-2026 AGAR external auditor instructions
  - Invitation from Greener Fram to a viewing of the People's Emergency Briefing on 30th May.
  - Update from Suffolk Parishes Road Safety Group
- 17. Councillor reports & any updates on the flood management projects**
- 18. Matters to be raised at the next meeting**
- 19. Confirm date of next meeting**

*Lydia Kindred*  
 Clerk to Parham Parish Council