

# Bradwell Parish Council



Dear Councillor

15<sup>th</sup> May 2024

You are hereby summoned to attend a meeting of the **Annual Meeting of the Parish Council** to be held at **Leo Coles Pavilion on Monday 20<sup>th</sup> May 2024, at 6.45 p.m.**

*Gill Crossland*

Parish Clerk

## **Public Attendance**

*Members of the public and press are welcome to attend. At Item 12, the public will be invited to give their views/question the Parish Council on issues on the agenda or raise issues for consideration of inclusion at future meetings. This item will be limited to 15 minutes, and will be followed by any County/Borough/Police reports.*

## **AGENDA**

Current Chairman to explain fire evacuation procedures to public

1. Election of Chairperson
2. To receive Chairperson`s Declaration of Office
3. Apologies and approval of absences
4. Election of Vice-Chairperson
5. To receive Vice-Chairperson`s Declaration of Office
6. Co-option of Councillor(s)
7. To receive declarations of Interest  
Members are reminded to declare any interest on any item on this agenda at this point or at any point during the meeting in accordance with Bradwell Parish Council`s Code of Conduct.
8. Adoption of Standing Orders. Council is asked to approve the re-adoption of the Standing Orders.
9. Adoption of Financial Regulations.
  - a) Council is asked to approve the new version of the Financial Regulations
  - b) Resolve which Cllrs will perform the Internal Audit Checks for 2024-25. Previously Cllrs Hamilton & Howe.
10. Code of Conduct. Council is asked to approve the re-adoption of the Code of Conduct.
11. Banking
  - a) To confirm Bank Signatories for 2024-2025 (currently Cllrs , Hamilton & Sargeant)
  - b) To approve payment by BACS/Standing Order for i) salaries, ii)) electricity, iii) water, iv) waste, v) credit card
12. Public Participation session (15 minutes, max 5-mins per person)

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# Bradwell Parish Council



13. Staffing Committee
  - a) Appointment of Members to the Staffing Committee
  - b) To confirm Chairperson as Chairperson of Staffing Committee
14. Appointment of Members to the Appeals Committee
15. Appointment of Members to the Allotment Advisory Committee  
(6 Allotment holders: 3 Beccles Road site - names advised J Burns, P Scholes, one vacancy; 3 Cley Road site - names advised K Kemp, P Alden, H Martin). J Burns has indicated he may step down shortly, but the others have agreed to stay in their roles until the next Allotment Advisory Committee meeting in September 2023.
16. Appointment/reappointment of Members to Portfolios
17. Appointment/reappointment of Members to Working Groups
18. Confirmation of appointments of Outside Bodies
  - a) Amis Memorial Fund:Parish Council Chairperson.
  - b) Bradwell Reading Room Trust–the four-year appointment with effect from May 2021: CllrHamilton.
19. Appointment of Councillor(s) / representatives to Outside Bodies
  - a) Mill Lane Centre Charitable Trust Management Committee (5 annually)
  - b) Bradwell Community Centre Trust Committee (1 annually)
  - c) Bradwell Bowling Club (1 annually)
  - d) Norfolk Constabulary–local ‘SNAP’ group (no limit, annually)