



THURGARTON PARISH COUNCIL

Chair:- Tina Tsoukatos

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Councillors,

I hereby give you notice that the next meeting of Thurgarton Parish Council will take place on Thursday 27 July 2023 at 7.30 pm at Thurgarton Village Hall. All members are summoned, and press and public are welcome to attend.

Please submit apologies to the Clerk.

Lynda Ogilvie

Locum Clerk to the Parish Council

20 July 2023

AGENDA

2023/30 To hear public representation

2023/31 To receive apologies for absence

2023/32 To note Declarations of Interests

2023/33 To approve Minutes of the meeting held on 29 June 2023

2023/34 To receive reports from District and County Councillors

2023/35 To consider Planning Applications as follows:

- a) **Planning Applications for consideration – none notified**
- b) **General update on planning matters including recent and extant applications**
- c) **Any other items notified to Thurgarton Parish Council prior to the meeting and requiring submission of comments before the following scheduled Parish Council Meeting.**

2023/36 Finance

- a) **Payments for authorisation**
- b) **Note changes to bank mandate – addition of Lynda Ogilvie; removal of Lisa Jayne Campbell and Roger Aston**
- c) **Review Internal Audit report and Internal Examiner Comments, and decide appropriate responses/ actions**
- d) **Complete and sign AGAR S1 – Annual Governance Statements 2022/23**
- e) **Approve Fixed Asset register and updated asset valuations for both accounts and insurance purposes**
- f) **Review and approve AGAR S2 – Accounting Statements 2022/23**
- g) **Approve publication of the signed completed AGAR on the website**
- h) **Approve the notice of period of public inspection of the accounts and records**
- i) **Review insurance renewal and insured value of assets – clerk to arrange for contact information to be amended**

- j) Consider and approve quote for the use of Scribe Accounts for accounting records**
- k) Consider in principle the appointment of an external professional payroll agency to deal with the compliance requirements of HMRC with regard to payroll, PAYE and NI – quote to be obtained**
- l) Consider purchase of McAfee subscription following 30 day free trial with laptop – cost £34.99. Agree method of payment.**
- m) Any other finance matters**

2023/37 Code of Conduct

2023/38 Strategy Roles: to receive updates and note any necessary actions

- a) Emergency measures**
- b) Highways**
- c) Communications**
- d) Environment**
- e) Village Hall**
- f) Projects (Playground, war memorial site, village survey)**

2023/41 Next meeting: 28 September 2023.