

Burton Fleming Parish Council

To Members of the Council: All members

NOTICE OF MEETING

Dear Councillor

You are summoned to attend the Annual Meeting of the Parish Council (incorporating the Annual Parish Meeting) to be held Tuesday 07 May 2024 at 7.00pm in the Village Hall.

Members of the public are welcome to attend the meeting and may address the council during the Public Participation period.

Jennifer Hobson, Clerk to the Council

AGENDA

1. **Election of Officers**
2. **To Receive Apologies for Absence**
3. **Declarations of Pecuniary and Non-Pecuniary Interests (Code of Conduct – 01 July 2012) and to Note Dispensations in Respect of Agenda Items Below**
4. **To Approve Minutes of Previous Meeting – 10 May 2023**
5. **To Approve Banking Signatories for 2024/2025 following election of new officers**
6. **To Review Internal Control Arrangements for Annual Governance Statement 2024/2025**
7. **To Receive and Approve the Financial Statement Year End 31 March 2024**
 - Note Annual Internal Audit
 - Sign Certificate of Exemption
 - Approve Annual Governance & Accountability Return
 - Review & Approve Asset Register
8. **To Approve Adoption of Dates for the Period of Exercise of Public Rights**
9. **To Appoint an Internal Auditor for 2024/2025**
10. **To Review the Cemetery Fees & Regs**
11. **To Review the Community Emergency Plan**
12. **To Approve Meeting Dates**
13. **To Receive Burton Fleming Annual Report**
14. **Public Participation**
15. **Close of Meeting**