

TACOLNESTON PARISH COUNCIL

PARISH CLERK & RFO: Dan Wickham Tacolneston Recreation Centre,
West Way, Tacolneston, Norwich.NR16 1BZ
Email: tacolneston-pc-clerk@outlook.com

The Annual Meeting of Tacolneston Parish Council will be held at
Tacolneston Village Hall on Wednesday 11th May 2022 after 7.00pm
(following the Annual Parish Meeting).

All councillors are summonsed to attend.

The press and public are welcome and are able to address the Council during the Public Participation section. However, the law does not permit members of the press and public to take part in debates.

AGENDA

1. To elect a Chairperson for the forthcoming year.
2. To elect a Vice-Chairperson for the forthcoming year.
3. To consider approving any apologies for absence
4. To receive declarations of interest on any items to be discussed.
5. Public Participation:
 - a) Reports on any matters of interest to the Parish from the District/County Councillor.
 - b) Members of the public to raise any matters of concern.
6. To approve and sign the minutes of the Parish Council meeting held on 9th March 2022.
7. To receive the minutes of the recent Media and Communications Working Group meeting.
8. To consider suspending Standing Order 5(j).
9. To appoint Council representatives to the Recreation Centre Committee.
10. To appoint a Tree Warden.
11. To appoint a Footpath Warden.
12. To appoint an Internal Control Officer.
13. To appoint trustees to the Knipe/Boileau charities (2).
14. To appoint trustees to the Tacolneston Fuel Allotment Charity (4).
15. To review arrangements for delegation to the Clerk.
16. To adopt the 2022 Financial Regulations, Risk Management Policy, Health & Safety Policy and SAM2 Risk Assessment.

17. To discuss the National Grid consultation.

18. To discuss the Parish Council land in McKee Drive.

19. To discuss any plans for the Queen's Platinum Jubilee Celebrations.

20. Financial matters:

- a) To review the bank reconciliation.
- b) To consider the Internal Auditor's report for the year ending 31st March 2022.
- c) To agree the accounts for the year ending 31st March 2022.
- d) To consider whether to exempt from an external audit.
- e) To consider the assertions on, and complete, the Annual Governance Statement 2021/22 and authorise the Clerk and Chairperson to sign the form.
- f) To consider and approve the Accounting Statement 2021/22 and authorise the Chairperson to sign the form.
- g) To approve to pay any current invoices:

Payee	Detail	Net Cost	Vat	Gross cost
D Wickham	Clerk's Expenses March & April	£117.50		£117.50
D Wickham	Clerk's Salary May	£345.16		£345.16*
HMRC	Clerk's PAYE May	£86.20		£86.20
D Wickham	Clerk's Salary June	£269.60		£269.60
HMRC	Clerk's PAYE June	£67.40		£67.40
HMRC	2021/22 Employer's NICs	£10.72		£10.72**
D Wickham	2021/22 Pay Increase Backpay	£65.84		£65.84**
HMRC	Pay Increase Backpay PAYE	£16.60		£16.60**
South Norfolk Council	Dog Bin Charge 2021/22	£553.00	£110.60	£663.60**
Westcotec	SAM2 Bracket Postage Cost	£7.50	£1.50	£9.00
Anne Barnes	Internal Audit 2021/22	66.00		£66.00
NALC	Annual Subscription	183.28		£183.28

*Includes 1 pay point increase following annual review.

** Already paid prior to financial year-end.

21. Planning Application:

- 2022/0414

Location: Woodlands Club Norwich Road Tacolneston Norfolk NR16 1AL

Proposal: Retention of small area adjacent to the social club building to be tarmac hard standing to provide parking for social club and primary school.

Application Type: Full Planning Permission

22. Public Participation.

23. To confirm the date of the next Parish Council Meeting as Wednesday 13th July 2022 at 7pm.

Signed: *Dan Wickham*
Clerk and RFO

Date: 4th May 2022