

Oulton Parish Council



Date: Tuesday 3 May 2022

Time: 7.00 pm

Place: Oulton Community Centre

Councillors are hereby summoned to the Annual Parish Council Meeting of Oulton Parish Council. Members of the Press and the Public are invited to attend and address the Council during the public participation session, however, the law does not permit members of the public and the press to take part in the debates.

Carla Petersen, Parish Clerk & RFO (signed 20 April 2022)

AGENDA

1. **Election of the Chair:** Invite nominations and elect a Chair and to receive the Declaration of Acceptance of Office.
2. **Election of the Vice-Chair:** Invite nominations and elect a Vice-Chair and to receive the Declaration of Acceptance of Office.
3. **Apologies for Absence:** To receive and approve apologies for absence.
4. **To receive any declarations of interest from Members & consider requests for dispensations**
Members are invited to declare Disclosable interests and other interests in items on the agenda as required by the Oulton Parish Council Code of Conduct for Members and by the Localism Act 2011.
5. **Appointment of the Responsible Finance Officer:** To confirm the appointment of the RFO.
6. **To review and agree upon Member and Officer Responsibilities.**
7. **Policies:** Review and adoption of Standing Orders, Financial Regulations
8. **Review and Approval of Subscriptions to:**
 - a) Norfolk Parish Training & Support (Paid £264.72)
 - b) Society of Local Council Clerks (last year £117.18)
 - c) Information Commissioner's Office (Data Protection) (£35.00)
 - d) Zoom (virtual platform) (£172.68)
9. **Insurance:** Confirmation of arrangements of insurance cover in respect of all insured risks.
10. **Bank Signatories:** To confirm the current arrangements of Bank Signatories.
11. **Internal Auditor:** To appoint the internal auditor for the audit 2022/2023.
12. **Asset Register:** To review the asset register dated 31 March 2022.
13. **Meeting Dates:** To agree the dates of meetings for the next year (previously circulated)
14. To approve minutes of the Parish Council meeting held on 5 April 2022.
15. Adjournment for Public Participation (15 minutes allowed for).
This provides an opportunity for members of the public to raise questions and comment on items on the agenda before the Council makes decisions.
16. **Reports from:**
 - Parish Clerk
 - County Councillors

- District Councillors
- Oulton Community Centre
- St Michael's Church & Oulton Pools Trust

17. Highways:

- To receive a report on outstanding highways issues.
- To receive Speed Indicator Device (SID) results.

18. Planning:

- To receive new planning applications and make comment.
- To receive results and updates on outstanding applications.

19. Finance:

- To agree payment of invoices and other expenses.
- To note any monies received.
- To consider any grant applications.

- 20.** To review the Internal Audit Report prepared by the Internal Auditor. Agree upon a course of action.
- 21.** To note the Annual Internal Audit Report 2021/22.
- 22.** To confirm, approve and sign Annual Governance and Accountability Return Form 3 Section 1 – Annual Governance Statement 2021/22.
- 23.** To confirm, approve and sign Annual Governance and Accountability Return Form 3 Section 2 – Accounting Statements 2021/22.
- 24.** To confirm and sign the CIL report as at 31 March 2022.
- 25.** To receive an update on the purchase of assets using CIL money.
- 26.** To receive an update on the gardening at the Village Sign.
- 27.** To discuss the former site of the Fat & Bone Factory. Agree upon a course of action.
- 28.** To receive updates from individual Council Members (for information only).
- 29.** To receive any items for inclusion on the next agenda (for information only).
- 30.** To confirm the date of the next Full Council meeting as Tuesday 7 June 2022 @ 7.00 pm in Oulton Community Centre.