To all electors of Swannington, Alderford & Lt.Witchingham

PARISH MEETING

You are invited to take part. It will be held on Wednesday May 15th. at 7.30 p.m. at Swannington Church prior to the regular Parish Council meeting

under the chairmanship of Mrs.S.Darling (Chairman of the Parish Council)

The Parish Meeting may by law discuss all parish affairs and pass resolutions about them. The following matters have so far been placed on the agenda:-

1. Annual Report by the Chairman of the Parish Council
2. Draft Parish Council Accounts presented by the Clerk
3. County and District Councillors' Reports
4. Police Report
5. Any other business

ANNUAL PARISH COUNCIL MEETING

1. **Chairman** To elect the Chairman for 2024/2025 who will then sign the declaration of acceptance of office in the presence of the Clerk
2. **Vice Chairman** To elect the Vice Chairman
3. **Apologies for Absence**
4. **Declarations of Interest under Code of Conduct 2023**
5. **Minutes** of the March meeting to be put for confirmation
6. **Reports** on items not included on the agenda including benches, Broad Lane signage and defibrillator signage.
7. **Planning** None at date of publication
8. **Internal Audit** To receive the report from the internal auditor
9. **Exemption Certificate** To agree to complete the exemption certificate for external audit of smaller councils.
10. **Annual Accounts**
    To approve for signature the annual governance statement
    To accept and approve for signature the annual accounting statement
11. **Correspondence** including parking issues at Upgate Common
12. **Grants** To confirm the grant to the Church for burial ground maintenance (£400)
13. **Finance** to receive a financial update from the Clerk and to sign cheques for outstanding accounts.
14. **Clerk's and Councillor's Reports**
15. **Date of Next meeting** Wednesday July 17th. 7.30 p.m.

Jim Graves – Clerk to the Council 3 Lawn Close Horsford NR10 3DJ
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