

# SUSTEAD, BESSINGHAM & METTON PARISH COUNCIL

Clerk to the Council: Kirsty Cotgrove, Bodgers Field, Norwich Road, Briston, NR24 2BB  
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**A meeting of the Council will be held on Monday 22<sup>nd</sup> May 2023 at 6:30pm,  
in the Village Hall, Sustead.**

**The public and press are welcome to attend.**

## AGENDA FOR THE PARISH COUNCIL MEETING

1. (i) To elect a Chair for 2023-24  
(ii) To elect a Vice Chair for 2023-24
2. To consider accepting apologies for absence
3. To record declarations of interest from members in any items to be discussed, and to request dispensation to speak / vote.
4. To approve the minutes of the meeting held on 13<sup>th</sup> February 2023
5. To note any matters arising for information only
6. To confirm eligibility to adopt the General Power of Competence, and to adopt if agreed
7. To consider co-option of a new Councillor
8. To receive reports:  
Eric Vardy - Norfolk County Councillor  
John Toye - North Norfolk District Councillor
9. To adjourn the meeting to allow for public participation (10 minutes maximum)
10. (i) To declare the Parish Council exempt from external audit in 2022-23  
(ii) To receive the Internal Auditor's report and discuss its findings  
(iii) To approve the Annual Governance Statement 2022-23  
(iv) To approve the Accounting Statements 2022-23  
(v) To approve an internal auditor for 2023-24
11. Finances  
(i) To approve the current financial position  
(ii) To approve the following payments:

J Boxall – internal audit	£30.00
NALC – annual subscription	£110.57
K Cotgrove – May salary	£260.00
HMRC – May tax	£65.00
Community Action Norfolk – subs	£20.00
Community Action Suffolk – Insurance	£719.43 (retrospective)
Information Commissioners Office – subscription	£35.00 (retrospective, via DD)
Sustead Village Hall – hall hire	£20.00

  
(iii) To note receipts:

NNDC precept 1 <sup>st</sup> instalment	£1365.00
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12. Planning Matters  
(i) To note applications, received between meetings (for information only)  
None
13. Highways matters
14. To update on the Village Hall, and to approve any actions necessary
15. To review policies:  
Annual Review of Internal Audit  
Annual Review of Internal Control  
Financial Regulations  
Financial Risk Assessment  
Asset Register

16. Correspondence:
17. Any other business, for information only
18. To close the meeting

Kirsty Cotgrove, Clerk, 15th May 2023