



BREDE PARISH COUNCIL

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Councillors are summoned to the Annual meeting of Brede Parish Council on **Tuesday 28th May 2024 at 7.00pm** in Trinity Methodist Church Hall, Udimore Road, at which business as laid out in the agenda will be discussed subject to the standing orders of the Council.

Tracy Dixon,

Brede Parish Clerk and Responsible Finance Office
Published 21st May 2024

ANNUAL MEETING AGENDA

1. **Election of Chairman:**
 - a) To Elect a Chairman
 - b) The Chairman to Sign their Declaration of Office**Recommendation: To elect a Chairman**
2. **Election of Vice-Chairman:**
 - a. To Elect a Vice-Chairman**Recommendation: To elect a Vice-Chairman**
3. **Public Question Time**

Public question time will last up to 15 minutes. Each speaker is limited to 2 minutes. The business of the meeting will start immediately after public question time or at 7.15pm, whichever is earlier.
4. **Apologies for Absence**
5. **a) Disclosure of Interests** – To receive any disclosure of interest by a Councillor or Officer of personal interests in matters on the Agenda, the nature of any interest and whether the member regards the interest as prejudicial under the terms of the Code of Conduct.
b) Dispensation Requests. – To receive any requests for dispensation declared under the disclosure of interests.
6. **To Appoint Councillors to Committees, Working Parties and Outside Bodies**
Recommendation. To make the appointments.
7. **Review of Code of Conduct**
Recommendation. To readopt the Code of Conduct.
8. **Review of Standing Orders and New Financial Regulations**
Recommendation. To readopt the Standing Orders and adopt the New Financial Regulations
9. **To Consider and Approve Council Policies**
Recommendation To approve the policies in place, any required and review adoption dates.



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- 10. Risk Management Schedule.** To review and approve the Risk Management Schedule
Recommendation To approve the Risk Management Schedule.
- 11. Asset Schedule.** To consider the updated Asset schedule and discussion any further additions or changes required.
Recommendation To approve the Asset Schedule as correct.
- 12. Insurance Arrangements for 2024-25**
Recommendation: To ratify the insurance agreement and check insurance levels, (year 3 of 3) with Zurich.
- 13. Annual Governance and Accountability return 2023-24**
 - a) Internal Auditors report
 - b) Signing of the Annual Governance Statement for 2023-24
 - c) Signing of the Accounting Statements for 2023-24
 - d) Excise of public rights dates.**Recommendations:**
 - a) to review and agree the Internal Auditors report.
 - b) To Agree the Annual Governance Statement 2023-24. (Section 1 of the Annual Governance and Accountability Return (AGAR)), and it to be signed by the Clerk and Chairman
 - c) To agree the Accounting Statements 2023-24 (Section 2 of the AGAR) and it to be signed by the Chairman
 - d) To approve the Excise of Public Rights dates.
- 14. Finance**
 - a) To approve a schedule of Direct Debits for 2023-24.
 - b) To approve the bank mandate and signatories.
 - c) To approve the allocation of CIL money received and how it should be spent.
 - d).To appoint to Internal Auditor for 2024-25**Recommendation: a) To approve the Direct Debit schedule as listed.**
b) To approve the signatories as listed.
c) To approve the CIL money being put in an earmarked reserve and how its spending will be monitored and reported.
d) To approve the appointment of Keith Robertson as Internal Auditor for 2024-25.
- 15. To approve the Councils Memberships of outside bodies.**
Council to agree the membership of outside bodies, RALC, ESALC, NALC and SLCC plus AiRS and Parish Online.
Recommendation. To approve the membership of the outside bodies.
- 16. To confirm GPoC status.**
Council to confirm that they still meet the requirements for GPoC and will retain it.
Recommendation. To confirm retention of GPoC
- 17. To agree the Meeting Schedule for 2024-25**
(Planning meetings will be called when required)
Recommendation. To agree the meeting schedule