

**NOTICE IS HEREBY GIVEN that all members of the Parish Council are hereby summoned to attend the Annual General Meeting of Troston Parish Council which will be held on Tuesday 6th May 2025 commencing at 7.30 pm in the Village Hall.**

The Council, members of the public and press are welcome to attend and may record/film/photograph or broadcast this meeting when the public and press is not lawfully excluded. The minutes and all public documents associated with this agenda will be published on the website. Members of the public will be invited to give their views/question the Parish Council on issues on the agenda or raise issues for consideration or inclusion at future meetings. This item will be limited to 10 minutes duration but may be extended at the discretion of the Chairman.

**AGENDA**

**1 PROCEDURAL INFORMATION FOR THE COUNCIL'S ANNUAL MEETING**

- a) To elect a Chairman
- b) To receive the Chairman's acceptance of office and updated register of members interest form
- c) To elect a Vice Chair
- d) To receive any updates to Councillors register of members interest's forms
- e) To appoint a responsible financial officer and internal auditor.

**2 Apologies for absence**

**3 Members Declarations of Interest and Dispensations:**

- a) To receive declarations of interest from Councillors on items on the agenda.
- b) To receive written requests for dispensations for disclosable pecuniary interests.
- c) To grant dispensations as appropriate under Section 33 of the Localism Act.

**4 To sign the minutes of the council meeting on Tuesday 4<sup>th</sup> March 2025 and the extra ordinary council meeting on Monday 14<sup>th</sup> April 2025 to stand as an accurate record of the meeting**

**5 Report from RAF Honington**

**6 Meeting open for questions from the public – 15 minutes total**

**7 To receive County Councillor's report from Rebecca Hopfensperger**

**8 To receive District Councillor's report from Andrew Speed**

**9 Council to confirm the contract for the new Clerk as permanent following probation period**

**10 Council to agree the following resolutions, following Unity Trust Guidelines and**

- a) add Councillor Paul Walton as a bank signatory to view, verify and release payments
- b) to remove S Rose as a bank signatory
- c) Council to resolve to complete these changes and that they have read and acknowledged the terms and conditions for the bank accounts, agreed to the telephone and internet banking declaration and have agreed to the declaration on the summary of Changes form.

**11 Finance**

- a) To approve and sign the payments and income reported circulated
- b) Financial report from the Responsible Financial Officer – to approve and sign the bank reconciliations circulated
- c) To review the actual, spend to budget report circulated.
- d) Council to note that the VAT reclaim has been received
- e) Annual review of reserves and earmarked funds
- f) To confirm completion of internal audit review by Cllr Bilverston
- g) Council to consider quotation for replacing the battery on the speed camera
- h) End of year accounts
  - i. Council to consider the report from the internal auditor and note any recommendations

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- ii. Council to consider, approve and sign section one, Annual statement of the 2024/25 AGAR
- iii. Council to consider, approve and sign section two, Accounting Statement of the 2024/25 AGAR
- iv. Confirmation of the dates for the exercise of public rights to approve the accounts
- v. Council to consider the statement of variances
- vi. Council to review and approve the Annual Bank reconciliations
- vii. Council to confirm AGAR is complete and can be submitted to External Auditor

**12 Good Governance – continuing Procedural items for the Councils Annual Meeting:**

- i. Consider renewing by resolution the approval of the use of variable direct debt to pay West Suffolk council for bin emptying, Information Commissioners Office (data protection), HMRC PAYE. The use of a fixed Standing Order for the Clerks salary
  - ii. Review of the Asset Register
  - iii. Review of insurance cover and comparison against the asset register to confirm Council are adequately insured
  - iv. Review of council's policies
  - v. Re-adoption of the Code of Conduct
  - vi. Review of Standing orders and Financial regulations
- 13 Playground/playing field
- a) To consider the playground inspection report and note any actions
  - b) Update on the zipwire
- 14 Village matters/maintenance
- a) Update on work at Troston Wood
  - b) To receive any updates regarding the village website
  - c) Council to consider a community garden in the village
- 15 Councillors reports and items for future agendas
- 16 Correspondence for action or information
- 17 Date of our next meeting