

MELTON CONSTABLE PARISH COUNCIL
The Junction
6 Briston Road, Melton Constable NR24 2DA

**You are hereby summoned to attend the Annual Parish Council Meeting of
Melton Constable Parish Council on **Tuesday 21st May 2024** at 7.30 pm.
This meeting will be held at The Junction, Melton Constable**

Clerk to the Parish Council : Amanda Yacoubian

Dated: 11th May 2024

Agenda

1. 1. To elect a Chair for 2024/2025 and sign a declaration of acceptance of office
2. To elect vice Chair for 2024/2025 and sign declaration of acceptance of office

To consider accepting apologies for absence

2. To approve the minutes of the meeting held on 7th March 2024
3. To receive declarations of interest for items on the agenda
4. To consider matters arising from the last minutes (not on the agenda) for information purposes only
5. To receive County and District Councillor reports
6. To adjourn the meeting to allow for public participation
7. To receive members' reports: Churchyard; Southside; Bus Shelter; Play Area; (signs) Recreation Ground; Northside;
8. Decide on play equipment – Replacement Slide & Ball Wall as per quote from Sovereign
9. Allotments: To update on allotment issues & agree a date for the annual inspection
10. To consider any applications for Councillor vacancies – Discuss recruitment
11. To consider Planning Application(s) –
12. Finances
 - (i) To approve financial statement circulated by the Clerk (Cash book & Budget)
 - (ii) To agree receipts & payments (circulated by the Clerk)

10/01/2024	£8.75	stamps & postage
18/01/2024	£73.51	Npower
29/01/2024	£313.08	A Yacoubian
29/01/2024	£45.83	Melton Constable Country Club storage
30/01/2024	£36.00	Cozens Inv 8115
19/02/2023	£78.83	Npower
28/02/2024	£313.08	A Yacoubian
28/02/2024	£45.83	Melton Constable Country Club storage
01/03/2024	£36.00	Cozens Inv 8200

11/03/2024	£180.00	NPT&S annual subscription
11/03/2024	£7.50	Stationary & book 2nd class stamps
19/03/2024	£67.67	NPower
26/03/2024	£400.00	GW Harrold & Ptnrs allotment rent
28/03/2024	£313.08	A Yacoubian (Clerk)
28/03/2024	£45.83	Melton Constable Country Club storage
07/05/2024	£100.00	Jo Boxall Internal audit
07/05/2024	£382.00	P Collins grasscutting

- (iii) To declare the Parish Council exempt from external audit in 2023-24
- (iv) To receive internal auditors report
To cancel standing order for Clerks salary and sign a direct debit mandate for HMRC
- (v) To approve the Annual Governance Statement 2023-24
- (vi) To approve the Accounting statements 2023-24
- (vii) To approve internal auditor 2023-24
- (viii) To agree the period of Notice for the Exercise of Public Rights (3rd June 2024 - 12th July 2024)

14. Correspondence & Clerks report –

- (i) D-Day 80, anniversary celebrations 6th June 2024
- (ii) Sign application form for Unity Trust
- (iii) Kings portrait

14. Date and time of the next Parish Council meeting: 3rd July 2024