

To all electors of Swannington, Alderford & Lt. Witchingham

PARISH MEETING

You are invited to take part. It will be held on Wednesday
May 17th. 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. **Declarations** All members will sign the declaration of acceptance of office in the presence of the Clerk
2. **Chairman** To elect the Chairman for 2023/2024 who will then sign the declaration of acceptance of office in the presence of the Clerk
3. **Vice Chairman** To elect the Vice Chairman
4. **Apologies for Absence**
5. **Declarations of Interest under Code of Conduct 2023**
6. **Minutes** of the March meeting to be put for confirmation
7. **Reports** including allocation of s.106 funding
8. **Planning** 2023/1194 Church Farm Cottages, Alderford. Replace single storey rear extension, two storey side extension, new vehicular access, change of use from agricultural to residential curtilage.
9. **Noticeboard** To receive a letter from a parishioner on the use of noticeboards
10. **Upgate Common** To receive a reply to the letter written to the resident who recently connected a property to the water main.
11. **Internal Audit** To receive the report from the internal auditor
12. **Exemption Certificate** To agree to complete the exemption certificate for external audit of smaller councils.
13. **Annual Accounts**
To approve for signature the annual governance statement
To accept and approve for signature the annual accounting statement
14. **Correspondence**
15. **Grants** To confirm the grants to the Play Area (£500) and to the Church for burial ground maintenance (£400)
16. **Finance** to receive a financial update from the Clerk and to sign cheques for outstanding accounts.
17. **Clerk's and Councillor's Reports**
18. **Date of Next meeting** Wednesday July 19th. 7.30 p.m.

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