

# NOTICE OF SHOTTISHAM PARISH COUNCIL MEETING

## Tuesday 11th March 2025 at 7.30pm

All councillors are hereby summoned to attend a meeting of the Parish Council as detailed above. All public and press are cordially invited.

### AGENDA

1. Chairman's welcome and apologies for absence
2. OPEN FORUM – *an opportunity for parishioners to briefly raise matters of concern on the agenda without having to sit through the whole meeting*
3. Councillors' Declarations of Interest
4. Signing of Minutes of 14<sup>th</sup> January 2025 as a true record
5. Reports: AR (SCC), JM (ESC)
6. End of year preparation including:
  - Review Standing Orders and Financial Regulations
  - Review Risk Assessments and Internal Control Arrangements
  - Review the LGA Model Councillor Code of Conduct 2020
  - Review the Asset Register of 2025 and confirm adequate insurance cover
  - Review Data Protection and Information Policy 2025
  - Appoint an Internal Auditor for 2025
  - Dates of meetings for 2025-26
7. To report back on meeting with Jenny Riddell Carpenter re mobile communications and speeding 'campaign'.
8. To receive update on Highways Issues
9. To receive update on playground issues
10. To confirm arrangements for VE Day 80 Beacon Lighting 9:30 pm - 8<sup>th</sup> May 2025
11. Clerk's report and Finance report:
  - a) Financial report
  - b) Online payment authorised between meetings:

a. Urban Wolf Pest Control Services	£160.00
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  - c) Online payments awaiting authorisation:

a. Clerk's wages	£280.00
b. HMRC	£70.00
c. Shottisham WI Trust Hall	£40.00
d. Urban Wolf Pest Control Services	£160.00
12. To receive updates on the action points from the meeting in January
13. Matters to be brought to the attention of the Council
14. Action points arising from the March meeting

Lesley Roberts, Parish Clerk