

MEPAL PARISH COUNCIL

Clerk: Mrs Karen Peck, email: clerk@mepalparish.org tel 01353 741066
Chairman: Mrs Lorna Williams

NOTICE OF MEETING: Annual Meeting of Mepal Parish Council
TIME: 19.00
DATE: 23rd May 2024
VENUE: Mepal Community Pavilion

All members of the Council are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below.

MEMBERS	6
VACANCIES	1
QUORUM	3

AGENDA

- 230523/1 TO ELECT CHAIRMAN OF THE COUNCIL AND RECEIVE THE CHAIRMANS DECLARATION OF ACCEPTANCE OF OFFICE
- 230523/2 TO ELECT A VICE CHAIR AND TO RECEIVE THE VICE CHAIRS DECLARATION OF ACCEPTANCE OF OFFICE
- 230523/3 TO RECORD APOLOGIES FOR ABSENCE
- 230523/4 MEMBERS' DECLARATIONS OF INTEREST
- 230523/5 TO RECEIVE DISTRICT AND COUNTY COUNCILLOR REPORTS
- 230523/6 TO SIGN AND APPROVE MINUTES OF MEETINGS OF: 25th April 2024
- 230523/7 OPEN FORUM FOR PUBLIC PARTICIPATION (15 minutes)
At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman.
- 230523/8 TO APPROVE AND ADOPT THE STANDING ORDERS
- 230523/9 TO APPROVE AND ADOPT THE FINANCIAL REGULATIONS (2024) AND INTERNAL FINANCIAL CONTROLS DOCUMENTS
- 230523/10 TO APPROVE THE COUNCIL'S POLICIES AND PROCEDURES
- 230523/11 TO APPROVE THE STANDARDS AND CODE OF CONDUCT FOR MEMBERS
- 230523/12 INTERNAL AUDIT REPORT 2023/24 TO BE ACCEPTED AND APPROVED
- 230523/13 INTERNAL AUDIT REVIEW 2023/24
- 230523/14 AGAR 23/24: ANNUAL GOVERNANCE STATEMENT TO BE APPROVED
- 230523/15 AGAR 23/24: ANNUAL ACCOUNTING STATEMENT TO BE APPROVED

230523/16 APPOINTMENT OF INTERNAL AUDITOR 2024/25

230523/17 COUNCIL BUSINESS

- a) Notification of Mepal Post Office Temporary Closure
- b) Update on Neighbourhood Plan

230523/18 PLANNING

None

TO DISCUSS

None

230523/19 FINANCE

1. To approve payments and Bank Reconciliation up to 30th April 2024

a) Online Payments:

b) April

Container People	£907.63
SLCC	£135.00
HMRC, Wages, Expenses	£3260.13
SJ Alexander – Internal Audit	£135.00
Stacie’s Cleaning - April	£120.00
CPD -	£84.00
K Prance	£107.70
K&M Lighting	£1572.00

May

Mepal Youth Club	£885.00
HMRC, Wages and Expenses	£3371.85
Scribe – Bookings	£328.32
Cambs Archives	£100.00
CAPALC – Renewal	£482.79
Wave – Pavilion and Allotments	£96.99
Stacie’s Cleaning – May	£120.00

c) Direct Debits Made:

British Gas – Gas	£181.31
EE – internet and phone	£59.87
National broadband – Pavilion	£42.00
SSE – Pavilion electric	£265.99
Lloyds Charge Card –	£443.75
Materials, pavilion supplies and stationery	

d) Income

ECDC – Precept	£27200.00
ECDC CIL	£2169.09

230523/20 CORRESPONDENCE (INFO ONLY)

Parishioner – car fire High Street

Parishioner – Green space Laurel Close

Parishioner – green space Laurel Close

Parishioner – green space, anti-social parking

230523/21 DIARY DATES – 27th June 2024 at 6.30pm Mepal Pavilion

Karen Peck

Clerk & Responsible Finance Officer

Mepal Parish Council

Dated: 16.05.2024