



# Bulmer Parish Council



Agenda for the Parish Meeting  
held at  
Bulmer Village Hall  
dated  
Tuesday 25<sup>th</sup> June 2024  
at 7.15pm





# Bulmer Parish Council

Members of the Council are hereby summoned to attend the Parish Council meeting being held at

Bulmer Village Hall on Tuesday 25<sup>th</sup> June 2024 at 7.15pm.

Members of the press and public are welcome to attend.

## AGENDA

1. **Apologies for absence:** Council members are required to forward their apologies to the clerk ahead of the meeting and to note decisions to accept apologies for absence.
2. **Disclosure of Pecuniary Interests:** Council members to identify any item on the agenda that they have a connection to as introduced through the Localism Act 2011, failure to do this could result in a fine and a ban and to note the decisions of requests for dispensation relating to the agenda.
3. **Minutes of previous meeting:** To approve the minutes of the meeting held 20th May 2024.
4. **Co Option of Councillor(s):** Council to vote the Co Option(s) and to sign the Disclosure of Pecuniary Interest and acceptance of Office.
5. **Public Questions:** 15 minutes time allowed for this item: Members of the public in attendance may ask the Parish Council a question. Following this item members of the public are welcome to observe the rest of the meeting and are asked to remain silent. Any question that requires a Council decision must be added to a future agenda.
6. **Report from District Councillor:** 10 minutes time allowed for this item: An opportunity for the Parish Council to raise items of interest from the written reports supplied by the District Councillors.
7. **Report from the County Councillor:** 10 Minutes time allowed for this item: An opportunity for the Parish Council to raise items of interest from the written reports supplied by the County Councillors ahead of the meeting for further discussion.
8. **Chairman Declaration of Acceptance to Office:** Receive the Chairman's Signed Declaration of Acceptance of Office, signed document with Parish Clerk.
9. **Vice Chairman:** Council to consider and elect a vice chairman for the Municipal year 2024/2025.
10. **Vice Chairman Declaration of Acceptance to Office:** Receive the Chairman's Declaration of Acceptance of Office, signed document with Parish Clerk.
11. **Council Declaration of Acceptance to Office:** Declaration of Acceptance to Office for the Municipal year 2024/2025 by full council, signed document with Parish Clerk.
12. **Internal Controls Representative:** Council to consider and appoint a Councillor to undertake the role of Internal Controls Representative and to report findings on Monthly basis.
13. **Internal Audit:**
  - a) Parish Clerk to provide an update on the Internal & External Audit.
  - b) External Auditor forms to be signed in sight of full Council by the Chairman and Parish Clerk.
14. **Public Rights:** 1st July to 9th August 2024 inclusive are the dates that can be used by members of the public to contact the RFO/Parish Clerk to discuss accounts and the audit.



# Bulmer Parish Council



## 15. Approval of Documents:

Council to reviewed the below updated documents:

- a) Standing Orders
- b) Financial Regulations
- c) Asset Register
- d) Code of Conduct
- e) Co-Option Policy
- f) Data Protection Policy
- g) Equality & Diversity Policy
- h) Freedom of Information Publication Scheme
- i) LGPS Discretions Policy Statement
- j) Privacy Statement
- k) Business Continuity Policy
- l) Internal Controls Policy

## 16. Finance: Financial Regulations

- a) Council to review and confirm totals to Parish Clerk: This is a requirement of the Internal Audit.
- b) General Reserves: £11,000
- c) Savings: £11,000
- d) Emergency Funds: £1,000
- e) Elections Reserves: £1,0000
- f) Scheme of Delegation: What can be spent without requesting at Parish Council meeting? £250.00

17. **Parish Clerk & RFO Contract:** Contract to be signed for Parish Clerk (Proper Officer) and RFO and position to be officially accepted.

18. **Pension:** Clerk has advised the Council are responsible for providing a Pension, as the Parish Council is an employer and stipulates within the Contract that the Local Government Pension Scheme is the choice that was made prior to the clerk being employed.

19. **Training with the EALC:** Copford with Easthorpe Parish Council and Thorrington Parish Council have funded the core training courses for the Parish Clerk. Bulmer agreed to cover the costs of the Cilca Qualification due to start in September 2024. Please reconfirm this is agreeable.

20. **Code of Conduct Training:** Parish Clerk to request the Councillors confirm they have read and understand the Code of Conduct training provided by Braintree District Council.

## 21. Accounts: Payments for approval and signatures at meeting on 25<sup>th</sup> June 2024.

- a) Payments presented for approval and to be signed by two signatories at the Parish meeting dated 25<sup>th</sup> June 2024.
- b) Bank Reconciliations dated 30<sup>th</sup> May 2024 to be approved and signed by two signatories at the Parish Meeting dated 25<sup>th</sup> June 2024.

## 22. Clerk's Report:

## 23. Councillor's Reports:

## Closure

Lynsey Ritchie-Fagg: Parish Clerk & RFO  
17<sup>th</sup> June 2024