

Burgh Castle Parish Council

Chairman: Brian Swan Vice Chairman: Wendy Griffiths

You are hereby summoned to attend the

Burgh Castle Annual Parish Council Meeting

on Monday 11th May 2026 at 7.15pm, (or directly after the APM) at Burgh Castle Village Hall

Agenda

1- ELECTION OF CHAIRMAN

2- ELECTION OF VICE CHAIR

3- APOLOGIES FOR ABSENCE

Apologies together with reasons for absence will be taken and recorded

4- DECLARATIONS OF INTEREST

Councillors to state any known conflict of interest, personal or believed prejudicial on any agenda items.

5-PUBLIC SECTION

Resolution to adjourn the meeting for public forum. To include County & Borough Councillor reports, plus reports from members of the public.

6-MINUTES

Minutes from meeting held on 13th April 2025 will be presented for approval.

7- MATTERS ARISING

The Clerk and others as appropriate will update on any relevant points.

8- 2025/26 YEAR END ACCOUNTS

To approve the year end accounts produced by the Clerk including bank reconciliation, budget to spend and payments and receipts report. To confirm the date for the exercise of electors rights.

9-INTERNAL AUDIT REPORT

The Clerk to report the Internal Audit Report.

10-ANNUAL RETURN

To approve the Annual Governance Statements and Accounting Statements for the year ended 31st March 2026.

11- CONFIRMATION OF R.F.O, BANK SIGNATORIES, ICO & CLLRS HOLDING APPRAISALS

To confirm K. Ruddock as Parish Clerk and Responsible Financial Officer. To confirm Parish Council bank signatories, Internal Control Officer and Cllrs undertaking the employee appraisals.

12- STANDING ORDERS & FINANCIAL REGULATION

Members to adopt the standing orders and financial regulations.

13- FINANCIAL & ADMINISTRATION MATTERS

Approval of monthly payments and other admin & financial matters.

14- HIGHWAY MATTERS

To report any matters as appropriate to include any updates on flooding on Mill Road, dumping of waste on Back Lane and surface dressing on High Rd, Mill Rd. and Butt Lane.

15- PLANNING

To consider planning applications submitted and reviewed earlier and any comments on the Broads Plan Review

16- BURIAL GROUND

Updates including on Purchase of land for new Burial Ground

17- TIME & DATE OF NEXT MEETING & AGENDA ITEMS

Time and date of next meeting Monday 8th June 2026 at 7.00pm

Signed by Parish Clerk: *Kate Ruddock*

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