



# OCCOLD PARISH COUNCIL

Clerk to the Council – Mrs Libby Alexander, 25 Hill Farm Road, Long Stratton, Norwich, Norfolk, NR152WA. Tel 07943 279946  
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**Chair – Colin Cripps**

**Vice chair – Kevin Chittock**

## PARISH COUNCIL MEETINGS 2023-24

All Parish Council Meetings are held at the Village Hall on the first Monday of the month with the exception of Bank Holidays. All monthly meetings will commence at 8.00 p.m.

Additional Council Meetings may be called to consider responses to Planning Applications or to deal with other Business when the deadline is fixed and falls before the next Regular Meeting. Committee Meetings will be called as and when required.

The AGENDA for each Parish Council Meeting will be posted on the Parish Council Notice Board on The Street opposite The Beeches, and on the Parish website not less than three working days before the Meeting.

The ANNUAL PARISH MEETING is open to All Registered Electors within Occold Parish and is held in May each year. The agenda for this will be posted not less than seven working days before the meeting. This meeting is an opportunity for all parishioners to express their views.

Date	Specific Business at Meeting
5 June 2023	Submit completed Annual Return
3 July 2023	Ensure all relevant council business is included in the July meeting to enable Councillors to take the summer break.
August 2023	The Council will only meet in August if there are urgent matters to consider
4 September 2023	Renew insurance. Note Audit result and display it
2 October 2023	Commence Budget preparation for ensuing year
6 November 2023	Budget prep
4 December 2023	Review Budget Variances. Award Recurring Grants
8 January 2024	Finalise Budget and set Precept for ensuing year.
5 February 2024	Chase any o/s debts before year end. Award recurring grants /Review of donations
4 March 2024	Last meeting to review: Standing Orders; Financial Regulations; Internal Controls; Freedom of Information Act -Publication Schedule; Register of Assets; Risk Assessment - Assets; and Risk Assessment - Financial. Election year – advise councillors
8 April 2024	Review Budget Variances. Make arrangements for Final Accounts, appoint Internal Auditor and review scope of their work. Confirm date and arrangements for Annual Parish Meeting. Check and prepare for elections.
13 May 2024	ANNUAL MEETING – Appoint Chairman, Vice Chairman, RFO, Members of Committees and Representatives to other Bodies. Make arrangements to publish Annual Accounts and submit same to audit
<b>Monday 13 May 2024</b>	<b>ANNUAL PARISH MEETING for all Occold Registered Electors</b>