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|  | **Members of Sproughton Parish Council are hereby summoned to attend the Annual Parish Council Meeting to be held in the Barley Room, Lower Street, Sproughton. On Wednesday 14th May 2025 at 7:30pm to transact the business as set out below.****AGENDA:**1. **ELECTION OF CHAIR**
2. **DECLARATION OF ACCEPTANCE OF OFFICE BY CHAIR**
3. **ELECTION OF VICE CHAIR**
4. **OPENING INCLUDING PUBLIC FORUM**
5. **APOLOGIES**
6. **COUNCILLORS DECLARATIONS OF INTEREST RELEVANT TO ANY ITEM ON THE AGENDA**
7. **CONSIDERATION OF DISPENSATIONS FOR A PECUNIARY INTEREST**
8. **MINUTES**
	1. Councillors to consider and approve the minutes and confidential minutes of the Parish Council meeting held on 9th April 2025.
	2. To review actions from previous minutes.
9. **ACTIONS & PROJECTS**
	1. Review TOR for the following committees Beer Festival, Burial Ground, Finance, HR and Planning.
	2. To confirm and re-elect committee members.
	3. Review and adopt standing orders.
	4. Review and adopt financial regulations.
	5. Review and agree Internal control statement.
	6. Review of Asset register.
	7. Review of Policies
	8. To agree meetings for 25/26
	9. To agree and appoint tree warden.
	10. Review and agree Direct Debits
	11. Review and agree payments by BACS.
	12. Review risk assessment.
	13. Review and approve internal audit.
	14. Traffic Exhibition-To agree proposed amendments to the paper collating results of the Traffic Exhibition and to agree next steps
	15. HGV’s Hadleigh Road- To discuss a proposal for Sproughton PC to support an Experimental Traffic Order banning HGVs from Hadleigh Road request to SCC.
10. **FINANCE**
	1. Monthly Payments – Councillors to approve this month’s payments:
	2. Bank Reconciliation - Councillors to approve this month’s bank reconciliation.
	3. Review and approve Section 2 of AGAR
	4. Laptop- Cllrs to consider the purchase of a new laptop for the clerk.
	5. Tablet- Cllrs to consider the purchase of a new tablet for the barn warden.
	6. Clerk Overtime- Cllrs to consider and approve clerk overtime
	7. SLCC- Councillors to consider and approve clerk membership to the SLCC.
11. **REPORTS FROM COMMITTEES AND RELEVANT GROUPS**

11.1 **Playing Field-** Cllr Maxwell to give update on playing field and progression of new play area.11.2 **Tithe Barn-**Refurb update1. **TO AGREE TIME, DATE AND PLACE OF NEXT PARISH COUNCIL MEETING**
2. **ITEMS FOR NEXT MEETING**
3. **AOB**
4. **CLOSE OF MEETING**

Kirsty WebberKirsty Webber, Clerk, Sproughton Parish Council |  |