

SHOTTISHAM PARISH COUNCIL

All Councillors are hereby summoned to attend the next

ANNUAL GENERAL MEETING

on Tuesday 10th May 2016 at 7.30pm

at The Trust Hall, Shottisham

AGENDA

1. OPEN FORUM – *an opportunity for parishioners to briefly raise matters of concern without having to sit through the whole agenda*
2. To Elect a Chair: Signing of Declaration of Acceptance of Office
3. To Appoint a Vice-Chair
4. Chairman's welcome and apologies for absence
5. To agree the composition of PC committees and representatives
6. Councillors' Declarations of Interest
7. To Confirm adoption of newly reviewed Standing Orders and Financial regulations
8. To Sign Internal Control Statement and Annual Governance Statement for external audit and approve Accounts for Year ended March 2016
9. To Appoint internal auditor 2016-17
10. Signing of Minutes as a true record:
 - i. Extraordinary Meeting Tuesday 12th April
 - ii. Annual Parish Meeting Tuesday 12th April (approve only)
11. To Review Asset Register
12. Review Risk Analysis and Insurance Policy
13. Reports: AR, (SCC) CB (SCDC)
14. Clerk's report and Finance report:

Current Account: £8,629.41 (includes first part of precept)
Savings Account 1: £1,670.52
Savings Account 2: £193.41
15. Financial matters: a) Update on new bank account.
b) Signing of cheques
 - i. Clerk's wages £319.92
 - ii. Clerk's expenses £12.37
16. To receive update on Highways Issues
17. Planning: a) Site Allocations Doc: To review final draft of this document and suggest comments to be sent to SCDC b) Any planning applications received after 5th May.
18. To receive update on playground issues including rabbit fencing. Update on Rospa inspection date
19. To approve setting up the Sorrell Horse sub-committee
20. Review donations to Charities and Subscriptions
21. Matters to be brought to the attention of the Council