

SHOTTISHAM PARISH COUNCIL

All Councillors are hereby summoned to attend the next MEETING

on Tuesday 12th March 2019 at 7.30pm at The Trust Hall, Shottisham

AGENDA

1. Chairman's Welcome and Apologies for Absence
2. Public Forum: an opportunity for parishioners to briefly raise matters of concern
3. Reports: AR, (SCC), CB (SCDC)
4. Councillors' Declarations of Interest
5. Signing of Minutes of Regular Meeting of 8th January 2019
6. End of year preparation including:
 - a. Review Standing Orders and Financial Regulations
 - b. Review Risk Assessments and Internal Control Arrangements
 - c. Review the Suffolk Local Code of Conduct
 - d. Review the Asset Register of 2019 and confirm adequate insurance cover
 - e. Appoint an Internal Auditor for 2019
 - f. Discuss election procedures for 2019
 - g. Dates of meetings for 2019-20
 - h. Increase in Clerk's salary for 2019-20
7. To review Highways Issues
 - a. To discuss railings in The Street – Ray Kay
8. To review Playground Issues and RoSPA report
9. To report back from the Peninsula Meeting – Ray Kay
10. To discuss organising the Big Picnic Lunch in May
11. To discuss arranging a date for the Great British Spring Clean/Litter Pick
12. Clerk's report and Finance report:
 - a) Financial Report
 - b) Signing of cheques
 - i. Clerk's wages £200.00
 - ii. HMRC £50.00
 - iii. Travel expenses (election training) £10.80
 - iv. Westcotec £129.00
 - v. SALC (training) £30.00
 - vi. Ray Kay (expenses) £3.88
 - vii. Miranda Harrison (mole catcher) £80.00
13. To receive updates on the action points from the previous meeting in January
14. Matters to be brought to the attention of the Council

Lesley Roberts, Parish Clerk