

SHOTTISHAM PARISH COUNCIL

All Councillors are hereby summoned to attend the next

ANNUAL GENERAL MEETING

on Tuesday 1st May 2018 at 7.30pm

at The Trust Hall, Shottisham

AGENDA

1. To Elect a Chair: Signing of Declaration of Acceptance of Office
2. To Appoint a Vice-Chair
3. Chairman's welcome and apologies for absence
4. PUBLIC FORUM – *an opportunity for parishioners to briefly raise matters of concern without having to sit through the whole agenda*
5. Reports: AR, (SCC) CB (SCDC)
6. Councillors' Declarations of Interest
7. Signing of Minutes of 13th March 2018 as a true record
8. To Confirm adoption of newly reviewed Standing Orders and Financial regulations
9. To Sign Internal Control Statement and Annual Governance Statement for external audit and approve Accounts for Year ended March 2018
10. To appoint internal auditor 2018-19
11. To review Asset Register
12. To review Risk Analysis and Insurance Policy
13. To receive update on Highways Issues
14. To receive update on playground issues
15. To consider how to comply with the new data protection laws
16. To consider a grant towards the village street party/Big Picnic
17. To discuss the renovation project at the Trust Hall
18. Clerk's report and Finance report:
 - a) Financial Report
 - b) Update on signatories for bank account
 - c) Signing of cheques
 - i. Clerk's wages £200.00
 - ii. HMRC £50.00
 - iii. Clerk's expenses £67.81
 - iv. SALC subscription 2018/19 £135.71
19. To receive updates on the action points from the previous meeting in January
20. Matters to be brought to the attention of the Council

Lesley Roberts, Parish Clerk