

## SHOTTISHAM PARISH COUNCIL

**All Councillors are hereby summoned to attend the next MEETING**

**on Tuesday 10<sup>th</sup> March 2020 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), JM (ESC)
4. Councillors' Declarations of Interest
5. Signing of Minutes of Regular Meeting of 14<sup>th</sup> January 2020
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 2020 and confirm adequate insurance cover
  - e. Appoint an Internal Auditor for 2020
  - f. Dates of meetings for 2020-21
7. To review Highways Issues
  - a. To discuss response received from PROW team
  - b. To discuss parishioner's request for a dog waste bin in Church Lane
  - c. To discuss contacting contractors to request roads and verges be reinstated
  - d. To receive an update on traffic lights at Ford Hill
8. To review Playground Issues
9. To arrange a date for the Great British Spring Clean/Litter Pick
10. To receive an update on the 75<sup>th</sup> Anniversary of VE Day Event planned for 8<sup>th</sup> May
11. To consider applying for a wildlife grant from AONB by Wednesday 18<sup>th</sup> March
12. Clerk's report and Finance report:
  - a) Financial Report
  - b) Signing of cheques
    - i. Clerk's wages £220.00
    - ii. HMRC £55.00
    - iii. Clerk's expenses £23.57
    - iv. Shottisham WI Trust Hall £30.00
    - v. Philip Bouscarle (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

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Lesley Roberts, Parish Clerk