

SHOTTISHAM PARISH COUNCIL
All Councillors are hereby summoned to attend the next

ANNUAL GENERAL MEETING

on Tuesday 14th May 2019 at 8.30pm
at The Trust Hall, Shottisham

AGENDA

1. To Elect a Chair: Signing of Declaration of Acceptance of Office
2. Chairman's welcome and apologies for absence
3. Councillors to sign Declaration of Acceptance of Office
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. Signing of Minutes of 12th March 2019 as a true record
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 2019
9. To review Asset Register
10. To review Risk Analysis and Insurance Policy
11. To receive update on Highways Issues
 - a. To discuss ideas for renovating/painting the fence and posts along The Street
12. To receive update on playground issues
13. Clerk's report and Finance report:
 - a) Financial Report
 - b) Recommendations from internal auditor's report
 - c) Shottisham Litter Pick Saturday 25th May
 - d) Fundraising requests
 - e) Signing of cheques
 - i. Clerk's wages £220.00
 - ii. HMRC £55.00
 - iii. SALC subscription 2019/20 £136.11
 - iv. Trevor Brown (internal audit) £75.00
 - v. Ipswich Borough Council £206.70
14. To receive updates on the action points from the previous meeting in March
15. Matters to be brought to the attention of the Council
 - Change of date required for July meeting

Lesley Roberts, Parish Clerk