

PARHAM PARISH COUNCIL

Councillors are summoned to attend the Annual Meeting of Parham Parish Council which will be held after the Annual Parish Meeting on Tuesday 8th May 2018 at Parham Village Hall

Parishioners are invited to attend the Meeting.

Please note that audio and visual recordings are allowed at this meeting.

If any member of the public does not wish to be filmed please advise the clerk or Chairman before the meeting commences.

AGENDA

1. To appoint Chairman
2. To appoint Vice Chairman
3. To receive apologies for absence
4. Declarations of interests & applications for dispensations
5. Minutes of meeting on 20th March 2018 to be approved as a true record of the meeting
6. Matters arising
7. Co-Option of Councillors
8. Appointment of Officers and Council Representatives

Responsible Financial Officer

Examining Councillor

Internal Auditors

Finance Sub Group

Planning Committee

Standing Orders/Policy Sub Group

Risk Assessment/Compliance Sub Group

Village Hall Representative

SALC Representative

Parish Tree Scheme

Footpath Officer

Village Recorder

Wildlife Group

Neighbourhood Watch

Webmaster

PUBLIC FORUM

Members of the public are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for further consideration at the discretion of the Chairman.

Including report by Police & District and County Councillors' Reports, if applicable.

9. Chairman's report
10. Clerk's report
11. Responsible Financial Officer's report
 - a) To consider making the following payments

Reference Number	Amount	Payee	Details
P01/18-19	£500	Parham Village Hall	Annual Donation
P02/18-19	£120.00	James Rogers	Hedgecutting
P03/18-19	£133.80	Unipar Services Ltd	Speedgun Servicing, Collection and Delivery
P04/18-19	£84.80 £61.22	L. Kirk	Expenses- HWA, Web, Mileage Personalised Cake, Plaque for Sign
P05/18-19	£136.09	SALC	Annual Subscription
P06/18-19	£120.00	SALC	Councillor Training
P07/18-19	£100.00	Trevor Brown	Internal Audit
P08/18-19	TBC	Andy Nicholson	Food for Sign Unveiling
P09/18-19	TBC	Claire Moore	Drinks for Sign Unveiling

- b) To note payments made since the last meeting

Reference Number	Amount	Payee	Details
E31 17-18	£30.00	SALC	Planning Workshop & Payroll
E32 17-18	£ 7.20		
E30 17-18	£1,274.40	Moat Hall Farms Ltd	Biodiversity clearance

c) To note payments received since the last meeting

Date	Amount	Payee	Details	Notes
27/04/18	£2,650.00	SCDC	First installment of precept	
09/04/18	£334.38	HM Revenue & Customs	VAT Repayment	Claim for 2017-2018

d) To note current & deposit account balances

14. Procedural

a) To consider acceptance of the **Accounts** and **Statement of Significant Variances** for the year ending 31st March 2018

b) To complete of **Section One** (Annual Governance Statement) and **Section Two** (Accounting Statements) of the **Local Councils' Annual Return** for year ending 31st March 2108

c) To agree to **opt out of External Audit** as an exempt council & **complete Certificate of Exemption.**

15. To review Internal Auditors' Report on 2017-2018 annual paperwork

16. To review

a) Standing Orders, including revisions

b) Assets Register

c) Financial Regulations

d) Statement of Internal Control & its effectiveness

e) Risk Assessment

17. To re-adopt 2012 Suffolk Model Code of Conduct

18. To adopt new Privacy Notice relating to General Data Protection Regulations that will come into place 25.05.2018

19. To adopt Privacy Notice relating to General Data Protection Regulations that will come into place 25.05.2018

20. To appoint an internal auditor for the year ending 31st March 2019.

21. To consider correspondence received since date of last meeting and determine any actions

22. To receive a report on the recent biodiversity meeting from Councillor Gray and discuss possible future works.

23. Matters to be raised at the next meeting

24. Date of next meeting

Lydia Kirk

Clerk

Parham Parish Council