

# 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 14<sup>th</sup> May 2019 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 and signing of Chairman's Declaration of Office
2. To appoint Vice Chairman and signing of Declaration of Office
3. All councillors to sign Declaration of Office following uncontested election
4. To receive apologies for absence
5. Declarations of interests & applications for dispensations
6. Minutes of meeting on 12<sup>th</sup> March 2019 to be approved as a true record of the meeting
7. Matters arising
8. Co-Option of Councillors
9. 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  
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.*

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

Reference Number	Amount	Payee	Details
P01 19-20	£500.00	Parham Village Hall	Annual Donation
P02 19-20	£29.35 £23.40	L. Kirk	Condolence Folders and Stationery Mileage
P03 19-20	£TBC	Unipar Services Ltd	Speedgun Servicing, Collection and Delivery
P04 19-20	£100.00	Trevor Brown	Internal Audit
P05 19-20	£136.76	SALC	Annual Subscription

- b) To note payments received since the last meeting
- c) To note current & deposit account balances

13. **Procedural**
  - a) To consider acceptance of the **Accounts and Statement of Significant Variances** for the year ending 31<sup>st</sup> March 2019
  - b) To complete of **Section One** (Annual Governance Statement) and **Section Two** (Accounting Statements) of the **Local Councils' Annual Return** for year ending 31<sup>st</sup> March 2019
  - c) To agree **to opt out of External Audit** as an exempt council & **complete Certificate of Exemption.**
14. **To review Internal Auditors' Report on 2018-2019 annual paperwork**
15. **To review**
  - a) Standing Orders
  - b) Assets Register
  - c) Financial Regulations
  - d) Statement of Internal Control & its effectiveness
  - e) Risk Assessment Physical Assets
16. **To re-adopt 2012 Suffolk Model Code of Conduct**
17. **To adopt Financial Risk Assessment**
18. **To appoint an internal auditor for the year ending 31<sup>st</sup> March 2020.**
19. **To discuss the telephone kiosk**
20. **To discuss the housing development at Main Road, Parham**
21. **To discuss Sizewell C Public Consultation**
22. **To consider correspondence received since date of last meeting and determine any actions**
23. **To receive Councillors' reports**
24. **Matters to be raised at the next meeting**
25. **Date of next meeting**

*Lydia Kirk*

*Clerk*

Parham Parish Council