

# CLOPTON PARISH COUNCIL

## ANNUAL PARISH COUNCIL MEETING

Thursday 18th May 2017 at 8.00 pm in the Village Hall

### A G E N D A

**Members of the public will have the opportunity to speak regarding any items on this agenda or raise issues for future consideration at the discretion of the Chairman.**

- 1. Election of Chairman and Declaration of Acceptance**
- 2. Chairman's Welcome**
- 3. Public Forum/Open Session**
  - Reports from County and District Councillor's and other organisations - if not already given at APM.
  - SaViD meeting.
  - Shop Road potholes – update.
- 4. Apologies**
  - To receive councillor's apologies for absence.
- 5. Declaration of Interests/Dispensation Applications Received**
- 6. Election of Other Officers**
  - Officers to be elected: -  
Vice Chairman  
SALC Representative  
Emergency Planning Officer  
Responsible Finance Officer  
Communications
- 7. Minutes**
  - To approve the minutes of the last meeting of the Council, Thursday 23rd March 2017.
- 8. Matters arising from the minutes**
- 9. Finance**
  - To receive the financial report from the RFO including balances at the bank.
  - To receive and approve payments since last meeting and authorise cheques.
  - To approve the end of year accounts for 2016-2017.
  - To complete the Annual Return: Sections 1 and 2.  
(Approve Accounting Statements and Annual Governance Statement).
  - To approve Heelis & Lodge as Internal Auditors for 2016-2017.
  - Review Asset Register
  - Review Risk Management Document.
  - Review Financial Regulations and Standing Orders.
  - Review Code of Conduct.

# CLOPTON PARISH COUNCIL

10. **Planning matters**
  - To receive planning decisions.
  - To consider planning applications received after the agenda was produced.
  - Other planning matters.
11. **Community Emergency Planning**
  - Update.
12. **Defibrillator**
  - Update.
13. **Traffic Speed B1078 Road**
  - Update.
14. **Parish Council Noticeboards**
15. **Clerk's Report on Urgent Decisions since the last meeting**
16. **Officer's and Representative's Reports**
17. **Correspondence** (for information)  
Clerk and Councils Direct for circulation.  
The Local Councillor for circulation.  
Thank you letter SARS.  
Thank you letter DAS.
18. **Matters to be brought to the attention of the Council for the next meeting**  
Review of Internal Auditors Report.
19. **Dates of future meetings**
  - Thursday 20th July 2017, 7:30pm, Village Hall, Parish Council Meeting.
  - Thursday 21st September 2017, 7:30pm, Village Hall, Parish Council Meeting.
  - Thursday 16th November 2017, 7:30pm, Village Hall, Parish Council Meeting.
  - Thursday 18<sup>th</sup> January 2017, 7:30pm, Village Hall, Parish Council Meeting.
  - Thursday 15<sup>th</sup> March 2017, 7:30pm, Village Hall, Parish Council Meeting.

Signed..... Clerk to Clopton Parish Council

Date.....