

# CLOPTON PARISH COUNCIL

## ANNUAL PARISH COUNCIL MEETING

Thursday 9<sup>th</sup> May 2019 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.
  - Public Rights of Way – Debach Airfield – update.
- 4. Apologies**
  - To receive councillor's apologies for absence.
- 5. Declaration of Interests/Dispensation Applications Received**
- 6. Councillors acceptance of office forms received**
- 7. Election of Other Officers**
  - Officers to be elected: -  
Vice Chairman  
SALC Representative  
Emergency Planning Officer  
Responsible Finance Officer  
Communications
- 8. Minutes**
  - To approve the minutes of the last meeting of the Council, Thursday 21st March 2019.
- 9. Matters arising from the minutes**
  - Shop road traffic mirror replacement, funding to be sought.
- 10. 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 NALC Salary Pay Scales 2019-2020.
  - To approve the end of year accounts 2018-2019.
  - To complete the Annual Governance and Accountability Return: Sections 1 and 2. (Approve Accounting Statements and Annual Governance Statement).
  - Review Asset Register – Note insurance reviewed Nov 18
  - Review Risk Management Document
  - Review Financial Regulations, no new amendments
  - Consider training for new Councillors

# CLOPTON PARISH COUNCIL

## 11. **Non financial policies for review**

- Review Standing Orders, amendments dated July 2018
- Review Code of Conduct
- CPC not currently eligible for general power of competence
- Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation

## 12. **Planning matters**

- To receive planning decisions.
- To consider planning applications received after the agenda was produced.
- Other planning matters.

## 13. **Internal Auditors Report**

## 14. **Clerk's Report on Urgent Decisions since the last meeting**

## 15. **Officer's and Representative's Reports**

## 16. **Correspondence** (for information)

- Clerk and Councils Direct for circulation.

## 17. **Matters to be brought to the attention of the Council for the next meeting**

- Perspex sheet broken on village hall notice board
- Implement formal internal controls procedure

## 18. **Dates of future meetings**

- Thursday 18<sup>th</sup> July 2019, 7.30pm, Village Hall, Parish Council Meeting.
- Thursday 19<sup>th</sup> Sept 2019, 7.30pm, Village Hall, Parish Council Meeting.
- Thursday 21<sup>st</sup> Nov 2019, 7.30pm, Village Hall, Parish Council Meeting.
- Thursday 16<sup>th</sup> Jan 2020, 7.30pm, Village Hall, Parish Council Meeting.
- Thursday 19<sup>th</sup> Mar 2020, 7.30pm, Village Hall, Parish Council Meeting

Signed..... Clerk to Clopton Parish Council

Date.....