

SAXTEAD PARISH COUNCIL

Councillors are summoned to attend the Annual General Meeting of Saxtead Parish Council which will be held at the Training Room, Foxearth Lodge on Tuesday 10th May 2018 after the Annual Parish Meeting

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 of 27th March 2018 to be approved as a true record of the meeting
6. Matters arising

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

7. Chairman's report
8. Clerk's report
9. Appointment of Officers and Council Representatives

Responsible Financial Officer
Examining Councillor
Internal Auditor
Finance Sub Group
Risk Assessment/Compliance Sub Group
SALC Representative
Footpath Officer
Neighbourhood Watch Coordinator
Webmaster

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

Reference Number	Amount	Payee	Details
P01 18-19	£129.60	L. Kirk	Work Editing Suffolk Cloud Website (using Transparency Code Grant Funding), HWA- March & April, mileage
P02 18-19	£70.00	T. Brown	Internal Audit
P03 18-19	£178.46	SALC	Annual Subscription

Invoice with full details of items above will be on display at the meeting.

- b) To note payments received since the last meeting

Date	Amount	Payee	Details	Notes
05.03.2018	£0.15	Barclays	Deposit a/c interest	

15.03.2018	£337.50	SALC	Transparency Code Grant Funding	
27.04.2018	£2,325.00	SCDC	1 st installment of precept	

c) To note current & deposit account balances

11. Procedural

- a) To consider acceptance of the **Accounts** for the year ending 31st March 2017
- b) To consider completion of **Section One** (Annual Governance Statement) and **Section Two** (Accounting Statements) and of the **Local Councils' Annual Return** for year ending 31st March 2107
- c) To note **Statement of Significant Variances**
- d) To **Agree to opt out of External Audit as an exempt council** & complete Certificate of Exemption.

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

13. To review

- a) Standing Orders, including proposed revisions
- b) Assets Register
- c) Financial Regulations
- d) Statement of Internal Control & its effectiveness
- e) To approve and adopt risk assessment regarding physical assets as discussed at meeting of 27th March 2018.

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

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

16. To discuss ACV Application re *The Old Mill House* & Cllr. Sullivan's meeting with SCDC

17. To discuss communications with the Highways Dept. re fly tipping on the informal layby on Tannington Road

18. To further discuss traffic calming in the village- including parishioner's email & update on Welcome/speed signs

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

20. Matters to be raised at the next meeting

21. Date of next meeting

Lydia Kirk

Clerk

Saxtead Parish Council