

HOLTON ST MARY PARISH COUNCIL
ANNUAL GENERAL MEETING TO BE HELD ON WEDNESDAY 8th MAY 2019
at 8 p.m. in the Village Hall

AGENDA

19/01	<p>Elections</p> <p>a. To elect Chairman and sign Declaration of Acceptance</p> <p>b. To elect Vice-Chairman</p> <p>c. To elect Planning Committee</p> <p>d. To elect Finance committee with powers to approve any amendments to Annual Return</p>
19/02	To accept councillors apologies for absence
19/03	To accept members' declarations of interest in accordance with the council's Code of Conduct
	<p>Necessary forms.</p> <p>To ensure all Parish Councillors have filed register of interests online</p> <p>To ensure all Parish Councillors have filled in a consent form.</p>
19/04	<p>Minutes</p> <p>To sign as a correct record the minutes of the meeting held on 13th March 2019</p>
19/05	<p>Public Forum</p> <p>To receive reports from and ask questions to County Councillor, District Councillors and Police</p> <p>To permit public participation to make statements or ask questions</p>
19/06	<p>Appointments</p> <p>To make the following appointments:</p> <p>Footpath Warden</p> <p>Highways representative</p> <p>Tree Warden</p> <p>Emergency Officer</p> <p>Millennium Green representative</p> <p>Village Hall Management Committee representative</p> <p>Safer Neighbourhood Panel representative</p>
19/07	<p>Annual subscriptions</p> <p>To confirm subscriptions to be made - Community Action Suffolk (free) and SALC.</p>
19/08	<p>Asset register</p> <p>To receive updated asset register</p>
19/09	<p>Internal audit</p> <p>To appoint an internal auditor - SALC</p> <p>To review the effectiveness of the internal audit process</p>
19/10	<p>Risk Assessment</p> <p>To approve and sign Risk Assessment document for 2019</p>
19/11	<p>Standing Orders</p> <p>To review and make any changes to Standing Orders</p>
19/12	<p>Financial Regulations</p> <p>To review and make any changes to Financial Regulations</p>
19/13	<p>Insurance</p> <p>To confirm insurance cover</p>

19/14	Meeting Dates To receive dates for full council meetings for next year
19/15	Annual Return for year ended 31 March 2018 a. To approve the Annual Governance Statement for the year ended 31 st March 2019 and sign Section 1 of Annual Return b. To approve the Accounting Statements for the year ended 31 st March 2019 and sign Section 2 of Annual Return
19/16	Correspondence and Clerk's Report To note correspondence received since last meeting: Letter from former Parish Councillor Email from former District Councillor Email from resident re APM attendance Clerk's meeting with SALC CEO
19/17	Finance a. To receive a financial report from the RFO including balances at bank b. To authorise payments K Jeffreys – Maintenance invoices Village Hall Management committee – Hire of Hall ICO – Registration Dog bin emptying Salc subscription
19/18	Highways To provide an update on; a) Speeding and other road issues b) Road condition c) Footpaths and Pavements
19/19	Village Welcome Pack To consider the production of an information pack for new residents
19/20	Matters to be brought to the attention of the Council To agree items for next agenda
19/21	Next meeting To confirm 12 th July as date of next meeting

Anne Wicks (Parish Clerk)
30.04.18