

**HOLTON ST MARY PARISH COUNCIL**  
**ANNUAL GENERAL MEETING TO BE HELD ON WEDNESDAY 9<sup>th</sup> MAY 2018**  
**at 8 p.m. in the Village Hall**

**AGENDA**

18/01	<b>Elections</b> a. To elect Chairman and sign Declaration of Acceptance b. To elect Vice-Chairman c. To elect Planning Committee d. To elect Finance committee with powers to approve any amendments to Annual Return
18/02	<b>To accept councillors apologies for absence</b>
18/03	<b>To accept members' declarations of interest in accordance with the council's Code of Conduct</b>
18/04	<b>Minutes</b> To sign as a correct record the minutes of the meeting held on 8th March 2017
18/05	<b>Matters arising not covered by the agenda</b> Repair damaged road signage into village
18/06	<b>Appointments</b> To make the following appointments: Footpath Warden Highways representative Tree Warden Emergency Officer Millennium Green representative Village Hall Management Committee representative Safer Neighbourhood Panel representative
18/07	<b>Annual subscriptions</b> To confirm subscriptions to be made - Community Action Suffolk (free) and SALC.
18/08	<b>Asset register</b> To receive updated asset register
18/09	<b>Internal audit</b> To appoint an internal auditor - SALC To review the effectiveness of the internal audit process
18/10	<b>Risk Assessment</b> To approve and sign Risk Assessment document for 2018
18/11	<b>Standing Orders</b> To review and make any changes to Standing Orders
18/12	<b>Financial Regulations</b> To review and make any changes to Financial Regulations
18/13	<b>Insurance</b> To confirm insurance cover
18/14	<b>Meeting Dates</b> To receive dates for full council meetings for next year
18/15	<b>Annual Return for year ended 31 March 2017</b> a. To approve the Annual Governance Statement for the year ended 31 <sup>st</sup> March 2018 and sign Section 1 of Annual Return b. To approve the Accounting Statements for the year ended 31 <sup>st</sup> March 2018 and sign

	Section 2 of Annual Return
18/16	<b>Correspondence and Clerk's Report</b> To note correspondence received since last meeting
18/17	<b>Public Forum</b> To receive reports from and ask questions to County Councillor, District Councillors and Police To permit public participation to make statements or ask questions
18/18	<b>Housing Needs Survey</b> To receive update on housing needs survey and agree any actions
18/19	<b>Babergh Alliance of Parish and Town Councils</b> To receive communication from BAPTC regarding planning policy and agree any actions
18/20	<b>Finance</b> a. To receive a financial report from the RFO including balances at bank b. To authorise cheques for signature D. Lodge – rolled up holiday pay A. Wicks – April Salary K Jeffreys – Maintenance invoices Village Hall Management committee – Hire of Hall c. To make any virements
18/21	<b>Planning</b> a. To consider the following planning application and make recommendations - Application No DC/18/00886. Discharge of Conditions Application for DC/17/06016 - Condition 3 (Mitigation). Dewlands Farm Sandpits Lane Higham Colchester Suffolk CO7 6NG  b. To consider any planning applications received after the agenda was produced and make recommendations. c. To receive any planning decisions.
18/22	<b>Speeding</b> To receive any updates and agree any actions
18/23	<b>Church Square</b> To agree arrangements for care of tubs
18/24	<b>Noticeboards</b> To receive report on installation of new noticeboard
18/25	<b>Footpaths</b> To monitor condition
18/26	<b>Matters to be brought to the attention of the Council</b> To agree items for next agenda
18/27	<b>Next meeting</b> To confirm 12 <sup>th</sup> July as date of next meeting

Anne Wicks (Parish Clerk)  
30.04.18