Swallowcliffe

Parish Council

To: All Members of Swallowcliffe Parish Council.

You are hereby summoned to attend the **Annual Meeting of Council** on

Thursday 10ᵗʰ May 2018 commencing at **7pm** in **Swallowcliffe Village Hall**,

for the transaction of the business shown on the agenda below.

Signed: _____ Simon Pritchard – PARISH CLERK

Residents / Members of the Public are encouraged to attend this meeting

At the start of the meeting 10 minutes is put aside for questions and comments from Residents to Members of the Parish Council

Once the formal meeting has started Members of the Public are reminded that they have no right to speak.

~ Agenda ~

ACM1 – **Election of Parish Council Chairman for the Municipal Year 2018/19**

ACM2 **– Declaration of Acceptance of Office**
New Chairman to sign their declaration of office.

ACM3 - **Apologies for Absence:**
To receive any Apologies for Absence

ACM4 – **Declaration of Pecuniary Interests & Dispensations:**
A) Members are reminded of their obligation to declare any interests in accordance with the Localism Act 2011 and the Councils Code of Conduct.
B) To confirm that Members have registered their interests with Wiltshire Council.

ACM5 – **Adoption of Minutes:**
To formally adopt the minutes of previous Annual Meeting of Council – 17ᵗʰ May 2017

ACM6 – **Code of Conduct**:
To re-adopt the Council's Code of Conduct

ACM7 – **Standing Orders:**
Members are asked to adopt the latest version of NALC Model standing orders (2018).

ACM8 **- Financial Regulations Policy**
Members are asked to consider the draft document and adopt the policy

ACM9 - **Members Portfolios:**
Some members of the Council hold extra responsibility in some areas, Council is asked to consider appointing Members to the following portfolios:

A) The Village Hall Committee
B) SW Area Board
C) Footpaths / Rights of Way
D) Highway Matters
E) South West Wiltshire Community Safety Partnership
F) Local Planning & Development

G) Council Finance

H) Flood Warden / Civil Contingencies

ACM10 – **HR Panel Membership:**

The Council is asked to appoint two Members to the HR Panel and one reserve Member

ACM11 – **Delegated power – Planning applications:**

Members are asked to consider passing a resolution to give delegated power the Parish Clerk to respond to the planning and tree applications on behalf of the Council, in consultation with the Chairman and the Planning and Development portfolio holder.

ACM12 – **Councils Calendar of Meetings:**

To agree the calendar of meetings for the whole of the municipal year 2018/19 (See report)

ACM13 - **Assets Register:**

To agree the list of assets the Council has and adopt the register (Report attached)

ACM14 – **Risk Assessment:**

The Council is asked to carry out and adopt a risk assessment for 2018/19

ACM15 **– Insurance Renewal**:

To receive the policy schedule and premium for 2017/18 and consider payment

ACM16 – **Annual Membership Renewal:**

To consider joining the Wiltshire Association of Local Council at an annual cost of £78.62

ACM17 – **FINANCE:**

A. End of Year Turnout 2017/18:

To receive the end of year turnout.

B. Earmarked Funds Review:

Members are asked to review the earmarked funds that the Council hold and resolve on any changes.

C. To confirm Bank Signatories:

To confirm the Councils three Bank Signatories

ACM18 – **Internal Audit 2017/18:**

To receive the Councils Internal Audit result and consider any recommendations.

ACM19 – **Annual Governance Statement:**

To consider & approve the Councils Annual Governance Statement

ACM20 – **Accounting Statements:**

To consider & approve the Councils Accounting Statements

ACM21 – **Declaration of Council being exempt from external audit:**

A. Members are asked to resolve if the Council qualifies to declare itself exempt from external audit:

B. Members are asked if they wish to resolve the Council as being exempt for external audit and not submit itself for limited assurance review or to submit the Council for review at a cost of £200:

Suggested meeting months for four 'Normal' meeting are:

- June
- September
- December or very early January
- March

Members are asked to set a date.

- **The Annual Council Meeting:** will take place in May – Members need to set a date.

- **The Annual Parish Meeting:** has been in April for the last two years – Members don't have to set a date but would be helpful to do so.