

Belchford and Fulletby Parish Council

NOTICE OF MEETING

Dear Councillor

You are hereby summoned to attend the Annual Parish Council Meeting of Belchford and Fulletby Parish Council. It will be held on **Thursday 16th May 2019** commencing at **7.30pm at Belchford Village Hall**

The business to be dealt with at the meeting is listed in the agenda. The official meeting will start at 7.45pm or at the conclusion of the public forum whichever is sooner. All councillors should be present by 7.30pm.

PUBLIC FORUM – Public Participation (maximum 15 minutes) - Members of the public will be invited to comment on any of the items on the agenda or any item they may wish to raise, those items not on the agenda will not be debated but referred if appropriate to the next meeting

Mrs Karen Elliott, Clerk to the Council

Date: 10th May 2019

AGENDA for AGM

1. **Election of Officers and signing of Declaration of acceptance of office and DPI forms**
 - a. **Chairman**
 - b. **Vice Chairman**
 - c. **Responsible Finance Officer**

AGENDA for meeting

1. **Apologies for absence and reasons given**
2. **Declaration of interests and requests for dispensations** - *To receive declarations of interest in accordance with the Localism Act 2011 and to consider granting dispensation(s), as per written requests received by the proper officer, to councillors under section 22 of the Act*
3. **Chairman's remarks**
4. **To confirm and sign the minutes of the meetings held on 14th March 2019**
5. **To receive reports from the Clerk and Councillors on matters outstanding**
 - a. Village Green Committee report
6. **To receive reports from District and County Councillors, and Police (if available)**
7. **To review which potholes Councillors have reported and agree any action required**
8. **To consider any other Highways Matters**
9. **To approve Community Woodland lease agreement** (as previously circulated by PM)
10. **To consider correspondence received since the last Council meeting:**
 - a.
11. **To Consider parish council insurance renewal**
12. **To consider Barn Owl Box/Little Owl Box Scheme**

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13. Internal and External Audit to year end 31.3.2019.

- a. Internal Audit arrangements
- b. External Audit
 - i. Annual Governance Statement
 - ii. Annual Statement of Accounts to 31.03.2019. and
 - iii. Approval of accounts to 31.03.2019.

14. Financial matters:

- a) *To receive an updated bank reconciliation form RFO*
- b) *To consider and resolve payments since last meeting including Pin Board installation, clerks salary and also receipt of precept for 19/20 of £2,940.00*

15. Planning Matters:

- a. S/013/00676/19 – Ryehill Farm, Main Road, Belchford

16. To consider items for the next Parish Newsletter

17. To agree agenda items for the 11th July 2019 meeting – proposal that this meeting is to be held at Fulletby Church