

# **Flempton cum Hengrave Parish Council**

**Clerk: Vacant**

**Email: [flemptoncumhengrave@gmail.com](mailto:flemptoncumhengrave@gmail.com)**

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## **To Members of Flempton cum Hengrave Parish Council**

You are duly summoned to attend the Annual Meeting of the  
Council to be held on

**Monday 21<sup>st</sup> May 2018 following the Annual Parish  
Meeting and not before 7.45pm**

at St Catherine's Church, Flempton

### **AGENDA**

1. Election of Chairperson for 2018/2019 year.
2. Election of Vice Chair for 2018/2019 year
3. Declaration of acceptance of office forms.[ to be signed]
4. Apologies
5. Declaration of interests in this agenda.[Financial and any other.]
6. To approve the minutes of the last Parish Council Meeting.
7. County and Borough Councilor's reports.
8. Public Forum. [ Not to exceed 15 mins. Time allocated at the discretion of the Chair.]
9. Clerks Report.[ No Clerk]

10.To appoint a temporary person/persons to act as clerk/RFO.

11.Finance.

a.To approve Financial Regulations.

b.To approve Standing Orders.

c.To review and approve Financial Risk/Risk Management.

d.To review Insurance [Renewal June 2018.]

e.To approve 2017/2018 year accounts.

f. To approve the 2017/2018 Asset Register.

g.To receive the internal Auditors Report.

h.To consider section 1 of Annual return [Governance]Chair and RFO to sign.

i.To consider section 2 of Annual return. Chair and RFO to sign.

j.Summary of receipts and payments and approve payments.

K.To approve quotation grass cutting Hengrave.

12.Councillor's reports and matters for future agendas.

**Copies to:**  
Borough Cllr Susan Glossop  
County Cllr Rebecca Hopfensperger