

Flempton cum Hengrave Parish Council

Clerk: Maximilian Clay

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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 22nd May 2017 following the Annual Parish meeting and not before 7.45pm
at St Catherine's Church, Flempton

Maximilian Clay - Clerk
16th May 2017

AGENDA

1. Election of Chair

To elect a Chairperson for the 2017/18 year

2. Election of Vice Chair

To elect a Chairperson for the 2017/18 year

3. Declarations of Acceptance of Office Forms

The newly elected Chair and Vice-Chair to sign declarations of Acceptance of Office Forms

4. Apologies

To receive apologies and to approve the reason for absence.

5. Declarations of Interest

- a. To declare any Disclosable Pecuniary Interests in items on the agenda, and their nature;
- b. To declare any Other Disclosable Interests in items on the agenda, and their nature.

6. Minutes

To agree the minutes of the meeting held on 20th March 2017 and to authorise the Chair to sign them as a true record. (*Appendix A*)

7. County & Borough Council Reports

- a. To receive a report from County Cllr Rebecca Hopfensperger;
- b. To receive a report from Borough Cllr Susan Glossop.

8. Public Forum

Residents are invited to give their views and to question the parish council on issues on this agenda or to raise issues for future consideration. The time allocated will not normally exceed 15 minutes and is at the discretion of the Chair.

9. Planning and Environment

- a. To consider responses to planning application consultations:
DC/17/0678/FUL - Garden of Dolsam Cottage, 16 Bury Road, Hengrave (the site is separate from the cottage and sits behind West View) - Erection of two sheds after demolition of existing shed (*Appendix B*);

- b. Update on matters relating to the Greyhound public house;

10. Clerk's Report

- a. To report progress on actions arising from prior meetings;
- b. To advise any significant matters not otherwise on the agenda and not already drawn to councillors' attention.

11. To Consider Potential Fund-Raising Activities

The Council has invited Mr Daniel Boughton to suggest and discuss ideas.

12. Finance and Governance

- a. To review and approve the Financial Regulations (*Appendix C*);
- b. To review and approve the Standing Orders (*Appendix D*);
- c. To review and approve the Financial Risk/ Risk Management Assessment (*Appendix E*);
- d. To review Insurance Arrangements (due for renewal in June); Report by the Clerk;
- e. To approve the 2016/17 Year End Accounts including the end-of-year Bank Reconciliation and up-dated Asset Register (*Appendix F*);
- f. To receive and consider the Internal Auditor's Report (*Appendix G1 and G2*).
- g. To consider the Governance Statement at Section 1 of the Annual Return and authorise the Chair and Clerk to sign it on behalf of the Council; (*Appendix H*).
- h. To consider the information provided in Section 2 of the Annual Return and to authorise the Chair to counter-sign it on behalf of the Council. (*Appendix I*).
- i. To receive a summary of receipts and payments and to approve payments (*Appendix J*);

13. Councillors' reports and items for future agendas

New business for this meeting is not eligible under this item but Councillors may use it to:

- a. Report on meetings attended;
- b. Agree the attendance of Councillors, to represent the Council, at forthcoming meetings;
- c. Raise items for future agendas;
- d. Report matters of information not included elsewhere on the agenda.

Copies to:

Borough Cllr Susan Glossop
County Cllr Rebecca Hopfensperger