

HARLTON PARISH COUNCIL

Notice of Annual Parish Council Meeting

Tuesday 15 May 2018 at 7.30 pm, Harlton Village Hall

The Public and Press are cordially invited to be present

AGENDA

1. Election of the Chair of the Parish Council
2. Election of Vice-Chair of the Parish Council
3. Receipt of any updated Disclosable Pecuniary Interest Forms and Declarations of Interest from Councillors for any items pertaining to the agenda listed below.
4. Apologies for Absence
5. To approve and sign the minutes of the meeting held on 27 March 2018 as a correct record
6. Public Participation – with the Chairman’s consent, for members of the Public to speak on matters that concern the Parish
7. To ratify the appointment of Kim Quince as Clerk and Responsible Financial Officer. Clerk/ RFO Salary review for 2018
8. Parish Council Vacancy
9. To consider and agree roles and responsibilities of Parish Council Members
10. Review and ratification of the Parish Council Standing orders
11. Review and ratification of the Financial Regulations and effectiveness of the system of internal controls and consideration of internal audit report
12. To receive reports on business actions from previous meetings and feedback from the Annual Parish Meeting 24 April 2018
13. Report from Planning meeting 24 April 2018
14. Finance:-

Annual Governance and Accountability Return (AGAR) 2017/18 and internal audit

Resolution to approve order of payments for invoice & bank transfers and clerks monthly payments:-

- £162.57 CAPALC Affiliation membership fee
- £72.00 SLCC Clerks annual membership fee
- Playsafety Ltd, Annual RoSPA Inspection invoice
- £41.43 K. Quince, Toner and stationery and postage
- £16.00 K. Quince village meeting refreshments
- Receipts: £4,250.00 – Precept SCDC, £1.00 – village hall rent, VHT

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15. To consider the ROSPA Annual Inspection Report for the Playground

16. Reports and discussion for ongoing items:-

- Village Hall Trustee Liaison: quotation to rectify damp problems in the village hall and update on the window repair work
- Management of the Clunch pit: to include report from tree survey undertaken for the Glebe

17. To discuss and consider correspondence:

28/03/2018 SAAA – AGAR and external auditors instructions 2017/18
05/04/2018 SCDC Monthly Planning Policy update
27/04/2018 SCDC Precept remittance advice
30/04/2018 CAPALC updates: Year end, GDPR, Payscales 2018/19

18. Incidents and observations relating to the village

19. Matters for consideration at the next meeting

20. To approve date & time of next meeting: Tuesday 19 June 2018

Signed..... Dated 8 /05/2018