

HILGAY PARISH COUNCIL
ANNUAL MEETING
At 7.00pm on Thursday 16th May 2019
at Hilgay Village Hall

Councillors are summoned to attend; members of the public are invited to attend

Mrs J A Taylor, Clerk

7th May 2019

- Announcement of Emergency Evacuation Procedures
- Confirmation of signing of councillors' Declarations of Acceptance of Office
- 1. Election of Chair and Declaration of Acceptance of Office
- 2. Election of Vice-Chair and Declaration of Acceptance of Post
- 3. To consider apologies for absence
- 4. Declarations of Interest
- 5. Declarations of recording and social media use
- 6. To approve the Minutes of the meeting held on 4th April 2019
- 7. Public Participation
- 8. To consider co-option of a councillor for Ten Mile Bank Ward
- 9. Reports
 - a. Chair's Report
 - b. Clerk's Report
 - c. Maintenance Report
 - d. Reports from councillors on items not otherwise covered in the Agenda
 - e. Actions from previous meetings not otherwise covered in the Agenda
- 10. Correspondence
- 11. Planning applications: 18/01890/RM – East End Hilgay (to note)
19/00788/F: Three Gables, Lawrence's Lane, Hilgay; extension
- 12. Finance
 - a. To receive bank balance and reconciliation
 - b. To consider authorisation of payments and to sign cheques
 - c. To receive and review Internal Auditor report on 2018/19 accounts
 - d. To review and approve the 2018/19 Annual Return Governance Statement
 - e. To review and approve the 2018/19 Annual Return Accounting Statement
- Exclusion of Press and Public: Standing Order 3d: Item 14**
- 13. To review and confirm pay for employees
- 14. Policies
 - a. To review and re-adopt Standing Orders
 - b. To review and re-adopt Financial Regulations
 - c. To review and re-adopt Financial Risk Assessment Policy
- 15. Committees
 - a. To review and confirm, and confirm membership of:
 - Finance & Resource Committee
 - Planning Policy Committee
 - Data Protection Committee
 - Land Holdings Working Group
 - Allotments Working Group
 - Footpaths Working Group
 - Records Working Group

War Memorial Working Group
Sensory Garden Working Group

16. To confirm dates and venues for meetings to April 2020
17. To consider any requests for grants for summer fairs/events
18. To consider request to plant commemorative tree in Cemetery and other Cemetery matters
19. To consider details of provision of Christmas trees in villages 2019
20. To consider action on toilet door, Riverfield toilets
21. To consider any declarations of acceptance of office that have not been received and decide whether to grant an extension or declare the seat vacant
22. To receive information or suggested items for consideration at the next meeting

The next meeting of the Council will be held on Thursday 6th June at 7.00pm