

HILGAY PARISH COUNCIL ANNUAL MEETING

To be held at 7.15pm (or later depending on close of Annual Parish Meeting)
on Thursday 3rd May 2018
at Hilgay Village Hall

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

Mrs J A Taylor, Clerk

27th April 2018

1. Emergency Evacuation Procedures
2. Election of Chair and Declaration of Acceptance of Office
3. Election of Vice-Chair and Declaration of Acceptance of Office
4. To consider apologies for absence
5. Declarations of Interest
6. Declarations of recording and social media use
7. To approve the Minutes of the meeting held on 5th April 2018

Public Participation

8. 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
9. Correspondence
10. Planning
11. Finance
 - a. To receive bank balance and reconciliation, and year end accounts
 - b. To consider authorisation of payments and to sign cheques
 - c. To receive and review Internal Auditor report on 2017/18 accounts
 - d. To review and approve the 2017/18 Annual Return Governance Statement
 - e. To review and approve the 2017/18 Annual Return Accounts Statement

Exclusion of Press and Public: Standing Order 3d: Item 12
12. To review and confirm pay for employees
13. Policies
 - a. To review and re-adopt Standing Orders
 - b. To review and re-adopt Financial Regulations
 - c. To consider and adopt Data Protection Policy
 - d. To consider and adopt Risk Assessment Policy
14. Committees
 - a. To consider establishing a Data Protection Committee and confirm membership
 - b. To review and confirm, and confirm membership of:
 - Finance & Resource Committee
 - Planning Policy Committee
 - Land Holdings Working Group
 - Allotments Working Group

Footpaths Working Group
Records Working Group
War Memorial/Armistice Commemoration Working Group
Sensory Garden Working Group

15. To consider progress on the Riverfield loo block
16. To consider reviewing burial fees, to focus on fees for those between 12 and 18 years old
17. To consider Cemetery Administration training for the clerk
18. Further report on bus shelter refurbishment, and to consider purchase of noticeboards for bus shelters
19. To consider quotes for refurbishment of footpaths
20. To consider the 1918 Centenary Remembrance
21. To receive information or suggested items for consideration at the next meeting

The next meeting of the Council will be held on Thursday 7th June at 7.00pm at Ten Mile Bank Village Hall