

Spexhall Parish Council

Members are summoned to the Annual Meeting of the Parish Council which will be held on Wednesday, 9th 2018 in the Village Hall, Spexhall after the Annual Parish Meeting being held at 7-30pm .

Members of the public and the press are welcome to attend and may ask questions on Agenda items in the Public Session (Item 8) otherwise they are respectfully requested to remain silent during the meeting. Councillors and the public are advised the law permits any person to film, record, photograph or use social media to report on meetings of the Council open to the public:

Signature: *Paul Widdowson*

Paul Widdowson, Clerk to the Council, 69 Dukes Drive, Halesworth, IP19 8DR:
Tel: 01986 872114: Email: paul.widdowson1@btinternet.com

Agenda:

- 1) To elect a Chair for 2018-2019 and receive the Chair's Declaration of Acceptance of Office:**
- 2) To elect a Vice-Chair for 2018- 2019:**
- 3) To appoint a Proper Officer and Responsible Finance Officer for 2018-2019:**
- 4) Apologies:** To receive any apologies for absence.
- 5) To receive Declarations of Interest and confirm all members have reviewed their Declarations of Interest Forms:** Councillors to declare any Pecuniary or Non-Pecuniary Interests. Members may subsequently declare an interest at any point in the meeting
- 6) Requests for dispensations:** Consideration of any requests for dispensation.
- 7) To receive a report from the County and District Councillors:**
- 8) Public Session:** Members of the public have fifteen minutes to ask questions on topics on the agenda.
- 9) To confirm the Minutes of the Meeting held on March 22nd 2018 and of the Extra-Ordinary Meeting held on April 6th 2018:**
- 10) Emergency Planning:** Councillors to discuss an Emergency Plan for the Parish.
- 11) Highway Matters:** To update councillors on Highway and Speeding Matters.

- 12) Defibrillator:** To discuss making a defibrillator available for the Local Community.
- 13) General Data Protection Requirements:** To discuss the implications for the Council:
- 14) Planning Matters:** To agree and discuss the following planning applications.
- 15) Clerk's Report and Correspondence:** The Clerk to update the council on correspondence received and the administration of the council.
- 16) Financial Report:**
- a) **Balances at the Bank on March 31st 2018:** To receive an update on the current financial status.
 - b) **Cheques for payment:** To review receipts and approve payments.
 - c) **Community Action Suffolk Membership Subscription:** To decide to continue membership:
- 17) Review of Internal Control Statement for Year Ending March 31st 2018:**
Councillors to discuss and agree the new Policy.
- 18) Review of the Asset Register for the Year Ending March 31st 2018**
Councillors to review and agree the new Register.
- 19) Accounts year ending March 31st 2018:** Review of the Accounts for Internal Audit and any questions:
- a) **To approve Section 1 of the Annual Return and sign declaration:**
 - b) **To approve Section 2 of the Annual Return and sign declaration:**
 - c) **To agree the accounts for the year ending 31st March 2018:**
 - d) **Acceptance of financial report and year end accounts:**
 - e) **To agree to a 'Limited Assurance Review' or to complete a 'Certificate of Exemption':**
- 20) To decide the date and receive agenda items for the next Parish Council Meeting.**