

# BRETtenham PARISH COUNCIL

## ANNUAL GENERAL MEETING

To be held on Thursday 12th May 2016 in the Village Hall commencing at 7.30 pm

---

### A G E N D A

- 1 To elect Chairman.
- 2 Newly elected Chairman to sign 'Declaration of Acceptance of Office'.
- 3 To accept and approve apologies for absence.
- 4 To resolve that the Minutes of the Annual General Meeting held on the 14<sup>th</sup> May 2015 are a correct record – Minutes Circulated prior to meeting.
- 5 To receive the report of Accounts for the year ended 31 March 2016 (unaudited) from the Clerk/RFO.
  - 5.1 To approve and accept the Annual Governance Statement in Section 1 of the annual return.
  - 5.2 To approve and accept the Accounting Statements in Section 2 of the annual return.
- 6 To elect and make appointments
  - 6.1 Vice-Chairman
  - 6.2 Councillors

---

  - 6.3 Internal Auditor
  - 6.4 Planning Chairman/Committee
  - 6.5 SALC Representative
  - 6.6 Suffolk Passenger Transport Representative
  - 6.7 Footpath Liaison Officer
  - 6.8 Tree Officer
  - 6.9 Website Co-ordinator
  - 6.10 Neighbourhood Watch Co-ordinator
- 7 To review and confirm:
  - 7.1 Cheque signatories
  - 7.2 Standing Orders
  - 7.3 Internal Procedures & Controls
  - 7.4 Financial Regulations
  - 7.5 Code of Conduct
  - 7.6 Terms of Reference for Planning Sub Committee

The AGM will be followed by a normal meeting of the Parish Council  
See separate agenda

---

Jane Moulding Clerk/RFO

Tel 01449 736178 – Email: [brettenhamparishcouncil@btinternet.com](mailto:brettenhamparishcouncil@btinternet.com)

Circulation:

Mr C Clarke, Chairman\*

Mr D Golding, Vice-Chairman (also SALC Representative)\*

Councillors:

Mr Paul Brinkley\* (also Chairman, Planning Committee)

Mrs Lindsey Collings\*

Miss Beverley Cronk \*

Miss Emily Woods\* (also Village Website Co-ordinator)

Mr Peter Truin\* (also Suffolk Passenger Transport and BVA Representative)

Mr Charles Camp, Footpath Liaison Officer\*

Mr Roger Bere, Internal Auditor\*

Dr Wendy Wakeman, Tree Officer\*