

BRETtenham PARISH COUNCIL

ANNUAL GENERAL MEETING

To be held on Thursday 10th May 2018 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 11th May 2017 are a correct record – Minutes Circulated prior to meeting.
- 5 To receive the report of Accounts for the year ended 31 March 2018 (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.
 - 5.3 To approve and certify exemption from a limited assurance review.
- 6 To elect and make appointments
 - 6.1 Vice-Chairman

 - 6.2 Internal Auditor
 - 6.3 Planning Chairman/Committee
 - 6.4 SALC Representative
 - 6.5 Suffolk Passenger Transport Representative
 - 6.6 Footpath Liaison Officer
 - 6.7 Tree Officer
 - 6.8 Website Co-ordinator
 - 6.9 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

Circulation:

Mr C Clarke, Chairman*

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

Councillors:

Mr P Bendall*

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 Martin Annis, Footpath Liaison Officer*

Mr Roger Bere, Internal Auditor*

Dr Wendy Wakeman, Tree Officer*