

Swallowcliffe

Parish Council



To: All Members of Swallowcliffe Parish Council.

You are hereby summoned to attend the **Annual Meeting of Council** on **Thursday 16th May 2019** commencing at **7pm** in **Swallowcliffe Village Hall**, for the transaction of the business shown on the agenda below.

Signed:  Simon Pritchard – PARISH CLERK

Residents / Members of the Public are encouraged to attend this meeting

At the start of the meeting 10 minutes is put aside for questions and comments from Residents to Members of the Parish Council

Once the formal meeting has started Members of the Public are reminded that they have no right to speak.

~ Agenda ~

ACM1 – Election of Parish Council Chairman for the Municipal Year 2019/20

ACM2 – Declaration of Acceptance of Office
New Chairman to sign their declaration of office.

ACM3 - Apologies for Absence:
To receive any Apologies for Absence

ACM4 – Declaration of Pecuniary Interests & Dispensations:
A. Members are reminded of their obligation to declare any interests in accordance with the Localism Act 2011 and the Councils Code of Conduct.
B. To remind Members to register their interests with Wiltshire Council and to keep that list up to date.

ACM5 – Adoption of Minutes:
To adopt the minutes of previous Annual Meeting of Council – 10th May 2018.

ACM6 – Code of Conduct:
To re-adopt the Council's Code of Conduct.

ACM7 – Standing Orders:
To re-adopt the Council's standing orders.

ACM8 - Financial Regulations Policy
To re-adopt the Council's financial regulations policy.

ACM9 - Members Portfolios:
Some Members of the Council hold extra responsibility in some areas, the Council is asked to consider following portfolios and if appropriate make appointments to the same.

- A) The Village Hall Committee Representative
- B) SW Wiltshire Area Board
- C) Footpaths / Rights of Way
- D) Highway Matters

- E) South West Wiltshire Community Safety Partnership
- F) Local Planning & Development
- G) Fiscal Policy
- H) Flood Warden / Civil Contingencies
- I) Council Website

ACM10 – HR Panel Membership:

Council to appoint two Members to the HR Panel and one reserve Member.

ACM11 – Delegated power – Planning applications:

Members are asked to consider passing a resolution to give delegated power the Parish Clerk to respond to the planning and tree applications on behalf of the Council, in consultation with the Chairman and the Planning and Development Portfolio Holder.

ACM12 – Additional meetings cost:

To note report from the Clerk as to the cost of holding additional meetings of the Council.

ACM13 - Assets Register:

To agree the list of assets the Council has and adopt the register (Report attached).

ACM14 – Risk Assessment:

To carryout and adopt a risk assessment for 2019/20

ACM15 – Insurance Renewal:

To receive the policy schedule and premium for 2019/20 and consider payment.

ACM16 – Annual Membership Renewal:

To consider maintaining membership of the Wiltshire Association of Local Councils, at an annual cost of £78.10.

ACM17 – FINANCE:

A. End of Year Outturn 2018/19:

To receive the end of year outturn.

B. Earmarked Funds Review:

To review the earmarked funds that the Council hold.

C. To Appoint Bank Signatories 2019/20:

To confirm the Councils three Bank Signatories

ACM18 – Internal Audit Report 2018/19:

To receive the Councils Internal Audit result and consider any recommendations. To agree payment of £40.00 for the audit.

ACM19 – Annual Governance Statement 2018/19:

To consider & approve the Councils Annual Governance Statement

ACM20 – Accounting Statements 2018/19:

To consider & approve the Councils Accounting Statements

ACM21 – Declaration of Council being exempt from external audit:

To consider if the Council qualifies to declare itself as being exempt from external audit and to resolve if the Council will declare itself exempt or to submit the Council for review at a cost of £200.