

## BIDDENHAM PARISH COUNCIL

**I hereby summon you to attend the Annual Meeting of Biddenham Parish Council on Wednesday 13 May at 8:00pm at the Pavilion, Deep Spinney**

### A G E N D A

| <u>Item</u>   | <u>Documentation</u> |
|---|----------------------|
| 1. Election of Chairman   | Verbal               |
| 2. Declaration of acceptance of office  | Written              |
| 3. Apologies for Absence  |                      |
| 4. Declaration of acceptance of office for remainder of parish council  | Written              |
| 5. Declarations of interest   |                      |
| 6. Parish Council vacancy – to consider co-option of nominated parties  | Oral                 |
| 7. To approve the minutes of previous meeting held on Wednesday 8 <sup>th</sup> April 2015  | Written              |
| 8. Matters arising from minutes   |                      |
| 9. Public Open Session  |                      |
| 10. To allocate areas of responsibility within the Parish Council as follows:<br>Election of Vice-Chairman<br>Town and Parish Network representative<br>Play Area inspections (weekly visual inspections)<br>Street Furniture (report any problems to the Clerk)<br>Notice boards (updated weekly)<br>Borough Highways representative<br>Planning groups<br>Accounts – review of parish council accounts 2 x yearly (External Auditor best practise recommendation) |                      |
| 11. To note and approve the Annual Return including the Annual Statement of Governance for year ending 2014-15  | Written              |
| 12. (i) To note the Internal Auditors report and consider any recommendations<br>(ii) To review the effectiveness of the Internal Audit and consider any amendments as part of the Council's risk management strategy<br>(iv) To note the Parish Councils risk assessment policy  | Written              |
| 13. Planning – to note the report and comment on any new applications   | Written              |
| 14. Correspondence:<br>Grass cutting in Deep Spinney and footpath clearance   | Written              |
| 15. To note the Clerk's report and consider any matters arising   | Written              |
| 16. Financial matters:<br>(i) To approve the accounts for approval (including accounts approved since date of last meeting)<br>(ii) To note the monthly spend against budget including current bank balances held<br>(iii) To note the increase to the Clerk's salary by 1 spinal column point following completion of CiLCA as per clerk's contract  | Written              |
| 17. Matters in Progress   | Written              |
| 18. Parish Concerns   | Oral                 |
| 19. Date of Next Meeting –to be confirmed   |                      |

A Southern, Clerk  
06 May 2015