BIDDENHAM PARISH COUNCIL

I hereby give notice of the Annual Meeting of Biddenham Parish Council on Wednesday 11 May at 7:30pm at the Pavilion, Deep Spinney

A G E N D A

Item		Documentation
1.	Election of Chairman	**Verbal**
2.	Apologies for Absence	
3.	Declarations of interest	
4.	To approve the minutes of previous meeting held on Wednesday 13th April 2016	**Written**
5.	Matters arising from minutes	
6.	Public Open Session	
7.	To allocate areas of responsibility within the Parish Council as follows: Election of Vice-Chairman Town and Parish Network representative Play Area inspections (weekly visual inspections) Street Furniture (report any problems to the Clerk) Notice boards (updated weekly) Borough Highways representative Planning groups Accounts – review of parish council accounts	**Oral**
8.	Annual Audit for 2015-16 • To note and approve the Annual Statement of Governance for year ending 2015-16 • To approve the year end accounts for the Annual Return • To note the Internal Auditors report and consider any recommendations • To review the effectiveness of the Internal Audit and consider any amendments as part of the Council's risk management strategy • To note the Parish Councils risk assessment policy	**All Written**
9.	Bedford Borough Consultation – Dog Control Orders to consider a response	**Written**
10.	Planning – to note the report and comment on any new applications	**Written**
11.	To note the Clerk's report and consider any matters arising	**Written**
12.	Financial matters: (i) To approve the accounts for approval (including accounts approved since date of last meeting) (ii) To note the monthly spend against budget including current bank balances held	**Written**
13.	Matters in Progress	**Written**
14.	Parish Concerns	**Oral**
15.	Date of Next Meeting – to be confirmed (either 8th or 15th June)	

A Southern, Clerk
5 May 2016