

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

| <u>Item</u> | <u>Documentation</u> |
|--|----------------------|
| 1. Election of Chairman | Verbal |
| 2. Apologies for Absence | |
| 3. Declarations of interest | |
| 4. To approve the minutes of previous meeting held on Wednesday 13 th 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 <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> (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 – 11 June 2016 (to be confirmed) | |

A Southern, Clerk
5 May 2016