

Kilham Parish Council

Annual Parish Council Meeting

Councillors are hereby summoned to attend the above meeting on Monday 13th May, 2019, to be held from 7.30pm in the Village Hall Meeting Room. Public and press are invited to attend.

Filming of meetings – A reminder to councillors and member of the public that due to the Openness of Local Government regulations it is possible that this meeting may be recorded by third parties. If members of the public do not wish to be filmed, please contact the clerk before the meeting starts.

Claire Boston, Clerk. kilhamparishcouncil@gmail.com

Agenda

Agenda Item 4 - Public Forum. Up to 15 minutes in total will be allocated at this point in the meeting for residents to give views and questions to the Council regarding items on this Agenda. Members of the public may not speak at the Parish Council meeting itself. Kilham Parish Council kindly requests advance warning from anyone wishing to film, record or take photographs during the meeting so that suitable provision can be made.

1. To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.
2. To elect the Vice-Chairman of the Council.
3. To receive and note any apologies for absence
4. All councillors to sign the Declaration of Acceptance of Office form and Data Protection form.
5. (i). To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item. (Please note that the clerk cannot advise members of this. Members are personally responsible for declaring an interest and respectfully advised to read the Code of Conduct for information).
(ii). To note dispensations given to any member in respect of the agenda items listed below
6. To agree the minutes of the meeting held on 08th April 2019 as a correct record and sign them
7. Matters arising from the previous minutes.
8. **Public Forum.** To receive any petitions or questions, in person or written form, from members of the public.
9. To review and adopt the Standing Orders for Kilham Parish Council
10. To review and adopt the Financial Regulations for Kilham Parish Council.
11. To appoint Members to serve on working parties.
12. To approve the bank signatories
13. To appoint representatives to liaise with other village organisations.
14. To fix the dates and times of ordinary meetings of the Council for this financial year
15. **Planning** – To receive any updates

16. Year End Accounts

- (a) To approve and agree the Year End Accounts
- (b) Annual Governance Statement:-
 - (Part 2) To answer all the questions on the Governance Statement
 - (Part 3) To approve the Governance Statement by resolution
 - (Part 4) To sign and date the form by the Chairman of the meeting.
- (c) Accounting Statement:-
 - (Part 1) To review and agree the figures on the Accounting Statement
 - (Part 2) To approve the Accounting Statement by resolution.
 - (Part 3) To sign and date the form by the Chairman of the meeting.
- (d) To ensure all the sections of the Annual Governance and Accountability Return 2018/2019 are signed and dated.

17. Finance. To approve payment of invoices received, per payment schedule

18. Village Hall – To receive correspondence from the Village Hall Association

19. Mole Hills – To discuss and decide thereon

20. Allotment – To receive an update and to make an appropriate decisions thereon

21. Cemetery – Approval of an headstone, to receive correspondence and decide thereon.

22. Highways – To raise any issues

23. Playground Report –To receive an update from the reports.

24. ERNLLCA – Membership of the ERNLLCA Executive Committee

25. To receive/ note/ action all correspondence received.

26. To receive Clerks report of items / activities not covered elsewhere in the agenda

27. To receive Councillors reports, notice & suggestions for future agenda items.

28. To confirm date and time of the next Parish Council Meeting.

Section B

29. To exclude the press and public from the meeting

30. To agree the clerks expenses