

DUNCTON PARISH COUNCIL

The Annual Parish Council Meeting will be held on Monday 13th May 2019 at 7.00pm
In Duncton Village Hall

Members of the Duncton Parish Council are summoned to a meeting of The Parish Council.
The order of business will be:

AGENDA

Ten minutes are available for the public to express a view or ask a question on relevant matters on the following agenda. The public are welcome to stay to observe the rest of the meeting.

1. To receive and approve apologies for absence
2. Acceptance of Office and Co-option of new Councillors
3. Declaration of Personal or Prejudicial Interest by Councillors in any of the items listed below and any changes to the Register of Interests.
4. County Councillor's Report – Mr David Bradford, West Sussex County Council
5. District Councillor's Report – Mr John Elliott, Chichester District Council
6. Minutes of the Previous Meeting held on 4th March 2019 to be agreed and signed as a true record
7. Councillors and Clerk to report back on action points from previous meeting and any other business
8. Village Matters
 - i. Village Meeting – Tuesday 14 May
 - ii. Street Name Plate Consultation
 - iii. Skateboard Ramps – letter from resident
 - iv. Operation Watershed
9. Planning - applications and decisions 4th March – 13th May
10. Election of Chairman & Vice Chairman – to elect a Chairman and Vice Chairman for the year and sign the declaration of office
11. Councillor roles & responsibilities and formation of any sub committees
12. Annual Review for the Year ending 31 March 2019
 - i. **Certificate of Exemption**
To be completed where the higher of gross income or gross expenditure did not exceed £25,000 and the Parish Council wish to certify themselves as exempt from a limited assurance review.
Approve and sign the Certificate of Exemption.

Jane Landstrom, Clerk & Responsible Financial Officer, Duncton Parish Council
clerk@duncton.org / 01428 707318/ www.duncton.org

ii. **Annual Governance Statement**

To receive a report from the Clerk, review the effectiveness of the system of internal control, consider the findings and note the report from the Internal Auditor.
Approve the Annual Governance Statement by resolution. Sign Section 1 of the Annual Return.

iii. **Accounting Statements**

To receive a report from the Clerk, consider the Accounting Statements and report from the Internal Auditor.
Approve the Accounting Statements by resolution. Sign Section 2 of the Annual Return.

13. Clerks Report including compliance and finance

- i. **Accounting Procedures** – agree procedures including the clerk’s salary and banking arrangements.
- i. **Asset register** – agree schedule of assets and replacement values
- ii. **Insurance** - to note the proposed insurance cover, decide whether it is adequate and to agree the payment of the Insurance Premium
- iii. **Procedures & Policies** – review & agree the following:
 - Code of Conduct
 - Standing Orders
 - Financial Regulations
 - Complaints Procedure
 - Freedom of Information
 - Grievance Policy
 - Equality Policy
 - Risk Register
- iv. **Internal Auditor** – appoint an Internal Auditor for the year and agree level of remuneration
- v. **Budget** – review agreed budget for the year
- vi. **VAT** – refund from 2018/19
- vii. **Income & Expenditure** – report from the Clerk and approval of payments

14. Councillor Reports including feedback from meetings attended

15. Correspondence File & Invitations received 4th March – 13th May