

DUNCTON PARISH COUNCIL

The Annual Parish Council Meeting will be held on Monday 21st May 2018 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. Declaration of Personal or Prejudicial Interest by Councillors in any of the items listed below and any changes to the Register of Interests.
3. County Councillor's Report – Mr David Bradford, West Sussex County Council
4. District Councillor's Report – Mr John Elliott, Chichester District Council
5. Minutes of the Previous Meeting held on 5th March 2018 to be agreed and signed as a true record
6. Councillors and Clerk to report back on action points from previous meeting and any other business
7. Village Matters
 - i. Village Meeting – Monday 18 June
8. Planning - applications and decisions 5th March – 21st May
9. Election of Chairman & Vice Chairman – to elect a Chairman and Vice Chairman for the year and sign the declaration of office
10. Confirmation of Councillor roles & responsibilities and formation of any sub committees
11. Annual Review for the Year ending 31 March 2018

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.

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.

12. Clerks Report including compliance and finance

- i. **Clerks salary and expenses** – to agree the clerks salary, when paid & level of expenses
- ii. **Internet banking** – update and agree any changes to the nominated signatories and banking arrangements
- iii. **Asset register** – agree schedule of assets and replacement values
- iv. **Insurance** - to note the proposed insurance cover, decide whether it is adequate and to agree the payment of the Insurance Premium
- v. **Procedures & Policies** – review & agree the following:
 - Code of Conduct
 - Standing Orders
 - Financial Regulations
 - Complaints Procedure
 - Freedom of Information
 - Grievance Policy
 - Equality Policy
 - Risk Register
- vi. **Internal Auditor** – appoint an Internal Auditor for the year and agree level of remuneration
- vii. **Budget** – review agreed budget for the year
- viii. **VAT** – refund from 2017/18
- ix. **Income & Expenditure** – report from the Clerk and approval of payments

13. Councillor Reports including feedback from meetings attended

14. Correspondence File & Invitations received 5th March – 21st May