

Swell Parish Council

Our aim is to represent the interests of the parishioners of the Swells in a cost effective manner and to work towards providing a clean, green and safe environment.

To the members of the Parish Council

30.iv.2017

Dear Councillor

You are hereby summoned to attend the **Annual Meeting of Swell parish council** to be held in the village hall on **Tuesday 16th May 2017** to follow the Annual Parish Meeting

Yours sincerely

Chris Tombs
parish clerk

AGENDA

- 1.0 To elect chairman of the parish council
- 2.0 To elect vice-chairman of the parish council
- 3.0 To give councillors the opportunity to make declarations of interest on items on the agenda
- 4.0 To receive notice of absence from councillors
- 5.0 To confirm minutes of the meeting held on 21.03.17
- 6.0 To consider current planning applications and to receive decision notices from CDC
- 7.0 Finance:
 - 7.1 To receive the internal auditor's report and approve the chairman to sign the annual return governance statement for 2016/17
 - 7.2 To approve the chairman to sign annual return accounting statement for 2016/17
 - 7.3 To receive interim financial statement and bank reconciliation
 - 7.4 To approve payments due: clerk's salary
HMRC - clerk's PAYE
insurance premium
internal audit fee
 - 7.5 To review the parish council asset register
 - 7.6 To review the parish council insurance and approve renewal
 - 7.7 To review the signatory panel for the parish bank accounts
 - 7.8 To appoint an internal auditor for 2017/18
- 8.0 To review the parish council standing orders and financial regulations
- 9.0 To approve parish council representatives to outside bodies:
Village Hall committee - Neighbourhood Watch - Stow Neighbourhood Development Plan working group - parochial church council
- 10.0 To note matters arising from minutes of last meeting not on the agenda
- 11.0 To note correspondence received since last meeting

To agree dates for meetings for the year: 18th July; 19th September; 21st November; 16th January; 20th March - 6.30p.m. in Lower Swell Village Hall

PUBLIC QUESTION TIME WILL BE TAKEN AT THE CHAIRMAN'S DISCRETION
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