

GREAT ADDINGTON PARISH COUNCIL

Thursday 14 May 2015

To members of the public

You are hereby invited to attend the Annual Meeting of Great Addington Parish Council to be held in the Memorial Hall, Woodford Road, Great Addington on Wednesday 20 May 2015 at 8:45 pm for the purpose of transacting the following business.

H. Hoier

Mrs Helen Hoier (Clerk/RFO to the Council)
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Great Addington
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AGENDA

Prior to the meeting, all members of the Council will be required to sign their Acceptance of Office/Code of Conduct documents in the presence of the Clerk and will be issued with Register of Interest forms to be completed within 28 days.

15/290 Election of Offices.

a) To elect the Chairman for 2015/16.

The Council will elect the Chairman for 2015/16 which will be followed by the signing of the Chairman's Declaration of Acceptance in the presence of the Clerk.

b) To elect the Vice-Chairman for 2015/16.

15/291 To co-opt to fill the vacancy arising due to an insufficient number of nominations following an ordinary election.

If there is more than one candidate for this vacancy, all candidates will be given the opportunity to address the Council prior to exclusion of members of the public from the meeting. The co-option will be proposed, seconded and voted upon in public, with the successful candidate receiving an absolute majority of more than 50% of the votes cast. The co-opted member will then be required to sign their Acceptance of Office/Code of Conduct documents in the presence of the Clerk.

15/292 Formalities.

a) To receive and approve apologies for absence.

The Council will receive any apologies from Councillors and consider formal approval of the reasons provided.

b) To receive information requests/comments from members of the public.

The Council will receive and process any information requests/comments from members of the public in accordance with the Freedom of Information Act 2000 and Standing Orders.

c) To receive declarations of discloseable pecuniary/other interests by Councillors and dispensation requests.

Councillors will refer to the latest guidance regarding declaration of discloseable pecuniary interests (DPIs) and granting of dispensations.

15/293 Financial appointments.

a) To appoint the Responsible Financial Officer (RFO) for 2015/16.

b) To appoint the Internal Controllers for 2015/16.

c) To appoint the bank signatories for 2015/16.

d) To appoint the Internal Auditor for 2015/16.

15/294 Governance.

- a) **To approve any amendments to this Council's governing documents.**
The Council will conduct an annual review of its Standing Orders and Financial Regulations to ensure compliance with current legislation.
- b) **To approve any amendments to this Council's procedures.**
The Council will review its procedures for handling complaints and requests made under the Freedom of Information Act 2000 and Data Protection Act 1998.
- c) **To approve any proposed amendments to this Council's delegation arrangements.**
The Council will review its delegation arrangements to ensure that they are adequate.
- d) **To appoint representatives of this Council to external bodies.**
The Council will review its reporting arrangements when appointing representatives.
- e) **To confirm the dates and times of ordinary Council meetings for 2015/16.**

15/295 To confirm the minutes of the meeting held on Wednesday 15 April 2015.

Subject to approved amendments, the minutes of this meeting will be confirmed as a correct record and a copy will be published on the Council's website.

15/296 Community.

To approve this Council's copy for the June 2015 issue of Saints Alive!

The Council will approve copy to be submitted along with the regular items for inclusion in this issue for which the deadline is Thursday 21 May 2015.

15/297 Finance.

- a) **To receive and approve this Council's financial statements, bank reconciliation and asset register for the year ended 31 March 2015.**
The Council will receive and scrutinise these financial documents prior to the Clerk's certification of the 2014/15 accounting statements.
- b) **To approve Sections 1 and 2 of the Annual Return for the year ended 31 March 2015.**
The Council will approve the Annual Return for the year ended 31 March 2015 once confirmation has been received that the accounting statements present fairly the Council's financial position in accordance with the Accounts and Audit (England) Regulations 2011.
- c) **To confirm arrangements for insurance cover in respect of all insured risks and approve payment to Aon UK Limited.**
The Council will confirm its requirements regarding the range/value of cover in respect of all insured risks and approve cheque 100232 for payment once confirmation has been received that the proposed transaction of £321.36 has been budgeted accurately (Local Government Act, s 111).
- d) **To approve payment to JME Garden Services Ltd for All Saints Church mowing (April 2015).**
The Council will approve cheque 100233 for payment once confirmation has been received that the proposed transaction of £54.00 has been budgeted accurately (Local Government Act 1972, s 215).

15/298 To confirm the date of the next meeting (scheduled to be held in the Memorial Hall, Woodford Road, Great Addington on Wednesday 17 June at 7:45 pm).