

# WHESSOE PARISH COUNCIL

You are summoned to attend the ANNUAL MEETING of WHESSOE PARISH COUNCIL which will be held on SATURDAY 11<sup>TH</sup> MAY 2019 at 3:30PM in WHESSOE PARISH HALL for the purpose of transacting the business listed in the agenda below.

## AGENDA

Item	Subject	Owner	Time
1	<b>Introductions</b> <ul style="list-style-type: none"> <li>Apologies: to receive apologies and approve reasons for absence.</li> <li>Declarations of interest: To notify of any item on the agenda in which you may have an interest.</li> </ul>	SG All	5 mins
2	<b>Election of Officers</b> <ul style="list-style-type: none"> <li>Chair and vice-chair</li> <li>Hall Committee</li> </ul>		5 mins 5 mins
3	<b>Minutes of meeting held on 11<sup>th</sup> March 2019</b> <ul style="list-style-type: none"> <li>To approve and sign the minutes as an accurate record</li> <li>Update on action points</li> </ul>	All Clerk	15 mins
4	<b>Public participation</b> <ul style="list-style-type: none"> <li>Residents are invited to give their views and comments to the Parish Council on issues on this agenda.</li> </ul>		
5	<b>Parish Councillor vacancies</b>	All	5 mins
6	<b>Clerk and Responsible Finance Officer - Vacancy</b>	All	5 mins
6	<b>Finance</b> <ul style="list-style-type: none"> <li>Progress on Accounting Software</li> <li>Quarterly Audit Report</li> <li>Financial Statement 2018-19</li> <li>Budget Statement 2018-19</li> <li>Bank Reconciliation 2018-19</li> </ul>	Clerk	30 mins
7	<b>Annual Governance &amp; Accountability Return 2018-19</b> <ul style="list-style-type: none"> <li>Certificate of exemption from Limited Assurance Review</li> <li>Internal Audit Report</li> <li>Statements</li> </ul>	Clerk	20 mins
8	<b>Review of Council protocols and policies</b> <ul style="list-style-type: none"> <li>Standing Orders</li> <li>Financial Regulations</li> <li>Protocol for Improved Working Arrangements</li> <li>Code of Conduct</li> <li>Risk Management Plan</li> <li>Health and Safety Risk Assessment</li> <li>Fire Risk Assessment</li> <li>Data Protection Policy</li> <li>Record Management, Retention and Disposal Policy and</li> <li>Social Media Policy</li> </ul>	Clerk	30 mins
9	<b>Planning</b> <ul style="list-style-type: none"> <li>Log of current planning applications</li> </ul>	Clerk	5 mins

10	<b>General Data Protection Regulations</b> <ul style="list-style-type: none"> <li>Update on Action Log</li> </ul>	Clerk	10 mins
11	<b>Correspondence</b> <ul style="list-style-type: none"> <li></li> </ul>	Clerk	5 mins
12	<b>Council Matters</b> <ul style="list-style-type: none"> <li>Progress on the investigation of a change of name to the council and suggestions for a name.</li> <li>Local Council Award Scheme</li> </ul>	Clerk	5 mins
13	<b>Forward and Backward Look</b> <ul style="list-style-type: none"> <li>Feedback from Meetings/Events/Training</li> <li>Future Training/Events</li> </ul>	All Clerk	5 mins
14	<b>Marketing and Social Media</b> <ul style="list-style-type: none"> <li>New website</li> </ul>	Clerk	5 mins
12	<b>Whessoe Parish Hall</b> <ul style="list-style-type: none"> <li>Review of Terms of Reference for Hall Management Committee</li> <li>Update from Parish Hall Committee</li> <li>Newsletter</li> <li>Maintenance and Improvement Plan – budget approval 2019-2020</li> <li>Contracts - update</li> <li>Hall Bookings – update</li> </ul>	SG SG SG SG Clerk Clerk Clerk	25 mins
13	<b>Date of future meetings</b> <ul style="list-style-type: none"> <li>Discussion about frequency and dates</li> </ul>	All	10 mins

CONTACT

Signed:

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**The Press and Public are very welcome to attend this meeting.**