

STANSFIELD PARISH COUNCIL

Clerk: J Kirk, 15 Klondyke, Bury St Edmunds, IP32 6DB

Tel: 07880 686069

E-mail: stansfieldparishcouncil@yahoo.co.uk

5th May 2017

To members of the Council: You are hereby summonsed to attend the Annual Meeting of the Parish Council on Monday 15th May 2017 at 7p.m. in Stansfield Village Hall. Members of the public are welcome.

AGENDA

1. To elect a Chairman.
2. Chairman to sign a Declaration of Acceptance of Office and agreement to abide by the Parish Council's Code of Conduct.
3. To elect a vice chairman.
4. To update Register of Members' Interests form.
5. To accept apologies and reason for absence.
6. Declaration of interest by Councillors in items on the agenda.
7. To approve the minutes of the meeting held on Monday 20th March 2017
8. To receive an update on the list of actions agreed at the last meeting
9. To discuss the following financial issues:
 - a) Approval of any payments and signing of Schedule of Payments
 - b) Approval of payments authorised between meetings
 - c) Payments made between meetings but previously authorised
 - d) Approval of the record of online payments made since the last meeting
 - e) Signatory to complete the checklist of Internal Controls
 - f) Internal control of the 2016/17 accounts carried out by Sarah Hopkins
 - g) Update on the inspection of Parish Council property carried out by Sarah Hopkins
 - h) To approve the Income and Expenditure accounts for the financial year 2016-2017
 - i) To complete and sign sections 1 and 2 (Statement of Assurance and Statement of Accounts) of the Annual Return 2017
 - j) To approve and sign the supporting notes for the Audit 2017.
 - k) To receive the precept information for 2017/18
 - l) To approve the Financial Report which the Council needs to publish as part of the Transparency Code 2017
 - m) To decide which charity to donate to in 2017/18
 - n) To decide whether Stansfield Parish Council should claim back additional website costs from the Transparency Fund 2017/18
10. To discuss any planning issues
11. To discuss any highways/Rights of Way issues/tree/transport issues
12. To discuss any village issues
 - a) Emptying of the dog bin on the bend between Upper Street and Lower Street
13. To discuss the following correspondence:
 - a) Letter from the Voluntary Network requesting a donation
14. Any other business for noting or including on the agenda of the meeting on Monday 17th July 2017