

## PINVIN PARISH COUNCIL

**You are duly required to attend the Annual Meeting of the Parish Council to be held  
on Tuesday 8th May 2018  
in Pinvin Memorial Hall following the Annual Parish Meeting at 7pm.**

### AGENDA

1. Election of Chairman and signing of declaration of acceptance of office
2. Election of Vice-Chairman
3. To consider apologies for absence
4. Declarations of Interest:
  - a) Register of Interests: Councillors are reminded of the need to update their register of interests.
  - b) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
  - c) To declare any Other Disclosable Interests in items on the agenda and their nature.
5. Parishioners' comments:

**The meeting will be adjourned for Public Question Time**

The time allocated is at the discretion of the Chairman. Residents are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for future consideration at the discretion of the Chairman.  
Members of the public may not take part in the Parish Council meeting itself.

6. To consider any requests for the Council to grant a dispensation
7. To note Standing Orders, Financial Regulations, Risk Assessment, Asset Register and Insurance requirements and to consider a schedule for their review (attached by email)
8. To note the Code of Conduct (attached by e-mail)
9. To appoint members to the following committees:
  - a) Staffing committee
  - b) Allotment committee
  - c) Finance committee
  - d) Complaints committee
10. To appoint individual councillors to the following roles:
  - a) Lengthsman liaison
11. To approve the minutes of the previous Parish Council meeting held on Tuesday 10<sup>th</sup> April 2018
12. Matters arising from the Parish Council meeting of 10<sup>th</sup> April 2018
13. Play Area inspection report by Childrens Play Advisory Service and urgent action required
14. Finance
  - a) Current Balances

- b) Cheques for signing
- c) Budget Review: 31 March 2018
- d) Proposal to approve attached list of due payments for the financial year 1 April 2018 to 31 March 2019 which arise on a regular basis are approved for payment and shall be reported at the meeting of Pinvin Parish Council immediately following each payment.
  
- e) Proposal to consider and approve Parish insurance provision for the period June 1<sup>st</sup> 2018-June 1<sup>st</sup> 2019.
  
- f) Audited accounts & Annual Return : 31<sup>st</sup> March 2018
  - (i) Proposal to consider Section 1: Annual governance statement (attached)
  - (ii) Proposal to consider Section 2: Accounting statements (attached)  
*Accounts & Audit regulations 2015*
  - (iii) Consider Internal auditor's report & recommendations (attached)
  
- 15. Consider D.M. Payroll Services quotation for parish council office to carry out the data protection audit and assist with the completion of our Data Protection Impact Assessment includes training and support and advice for any new processes the council may take on, where personal data is recorded.
  
- 16. Planning
  
- 17. Correspondence
  
- 18. Reports
  - a) County Councillor
  - b) District Councillor
  - c) Village organisations
  
- 19. EXCLUSION OF PUBLIC AND PRESS  
 The council is asked to RESOLVE that, under Section 100A of the Local Government Act, 1972, the public and press be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1, 2, 3 and 7 of Schedule 12A of the Act.
  - (i) Proposal to approve new pay rate for Parish Clerk: National Salary award 2016-2018
  
- 20. Date of next meeting – Tuesday 5<sup>th</sup> June 2018

Carole Hirst,  
 Clerk to the Parish Council