



The **ANNUAL GENERAL MEETING** of the Staverton Parish Council is to be held at the Staverton Village Hall on **Monday 15 MAY 2017** commencing at **7.30 pm** for the purpose of transacting the following business.

[June Jones, Parish Clerk](#)

ANNUAL GENERAL MEETING AGENDA

1. **APOLOGIES**
2. **ELECTION TO OFFICE**
 - a. All Councillors except Andy Borresen (due to postal error) are automatically re-elected.
 - b. Andy Borresen request for co-option.
 - c. Elect Chair and Vice Chair
 - d. Chair and Vice Chair to sign the Declaration of Acceptance of Office
3. **MINUTES OF THE LAST AGM MEETING (16 May 2016)**
4. **MATTERS ARISING**
5. **SPORTS GROUND & VILLAGE HALL**
 - a. Sports Ground Matters – Management Agreement update
 - b. Village Hall – Quotations for hatch window, kitchen and patio
 - c. Meeting of Executive Committee to be held in June 2017 – Possible postponement
6. **FINANCE**
 - a. Clerk’s Financial Report
 - b. Approve Annual Governance Statement re sound internal control on Annual Return 2016/2017
 - c. Approve Unaudited Annual Return for 2016/17
 - d. Approve Unaudited year end accounts for Parish Council and agree Reserves - 2016/17
 - e. Discuss Internal Audit Report by Auditing Solutions – 2015/16
 - f. Approve recommendations by Auditing Solutions
 - g. Approve revised Financial Regulations with changes since March.
 - h. Approve renewal of membership of WALC/NALC/COMMUNITY FIRST – 2016/17
 - i. Approval Accountant Wendy Grant for closing down Year End 2017/18
 - j. Approve External and Internal Auditors for 2017/18 (Grant Thornton and Auditing Solutions)
 - k. Insurance – 3 yr contract ends 2018
7. **WILTSHIRE COUNCILLOR REPORT – Trevor Carbin**
8. **PLANNING APPLICATIONS –**
 - a. Cereal Partners – Replacement Water Tanks 17/02383/FUL
 - b. Tree pruning application – the Old Vicarage 17/04179
9. **COUNCILLOR/COMMUNITY MATTERS**
10. **CORRESPONDENCE – Received since last meeting**
 - a. Dementia Awareness week – Area Board
 - b. Hilperton Neighbourhood Plan Application for designation – Wiltshire Council – deadline 13 June 2017
 - c. Councillors Briefing Note 317 2017/18 Budget Proposals – Wiltshire Council
11. **DATE OF THE NEXT PARISH COUNCIL MEETING** is Monday 18th July 2017 **and close of meeting.**

<u>Meeting Dates for 2017-2018</u>	16	JANUARY 2017		JUNE (Exec Cttee Meeting) Date to be confirmed	20	NOVEMBER 2017
On Mondays starting at 7.00 pm	20	MARCH 2017	17	JULY 2017		
At Village Hall	15	MAY 2017 (AGM/APM)	18	SEPTEMBER 2017	15	JANUARY 2018