



The **ANNUAL GENERAL MEETING** of the Staverton Parish Council is to be held at the Staverton Village Hall on **Monday 14 MAY 2018** commencing at **7.30 pm** for the purpose of transacting the following business.

June Jones, Parish Clerk

## ANNUAL GENERAL MEETING AGENDA

1. **APOLOGIES – Cllr Ray Symonds**
2. **ELECTION TO OFFICE.**
  - a. Elect Chair and Vice Chair 2018/19
  - b. Chair and Vice Chair to sign the Declaration of Acceptance of Office
3. **MINUTES OF THE LAST AGM MEETING (15 May 2017)**
4. **SPORTS GROUND & VILLAGE HALL**
  - a. Sports Ground Matters — Update on Management Agreement for Playing fields
  - b. Village Hall – Repairs to front door and replacement door catch
  - c. Storage container – wooden battens
5. **FINANCE**
  - a. Clerk’s Financial Report
  - b. Approve Annual Governance Statement re sound internal control by PC on Annual Return 2017/18
  - c. Approve Unaudited Annual Return for 2016/17
  - d. Approve Unaudited year end accounts for Parish Council and agree Reserves – 2017/18
  - e. Discuss Internal Audit Report by Auditing Solutions – 2017/18
  - f. Approve recommendations by Auditing Solutions
  - g. Approval new Accountants for close of year end 2018/19
  - h. Mrs W Grants’ accountancy fee of £100 – request to be donated to charity – Council to decide
  - i. Approve External and Internal Auditors for 2018/19 (PFK Littlejohn LLP and Auditing Solutions)
  - j. Insurance – contract ends May 2018 – consider new contract
  - k. Approve the membership of WALC/NALC (£574.62) and COMMUNITY FIRST 2018/19
6. **CORRESPONDENCE**
  - a. Briefing Note 345 – General Data Protection Regulations
  - b. Briefing Note 346 – Ofsted re Children and Young People with disabilities in Wiltshire
  - c. Briefing Note 347 – Outdoor learning centres in Wiltshire
  - d. Briefing Note 348 – Electoral Review of Wiltshire Council on new Division Boundaries
  - e. Briefing Note 350 – Foster Carers
  - f. Briefing Note 351 – Adult Social Care Services
  - g. Briefing Note 352 – Termination of free of charge waste collections services from halls, meeting rooms or social clubs.
  - h. Briefing Note 353 – UK Youth Parliament Elections
  - i. Briefing Note 354 – General Data Protection Regulations – Information for Town and Parish Councils
  - j. Guidance Notes for Parish & Town Councils receiving and the use of CIL (S106) Funds
7. **DATE OF THE NEXT PARISH COUNCIL MEETING** is Monday 16<sup>th</sup> July 2018 **and close of meeting.**

|   |    |                |    |                                   |    |                |    |              |
|---|----|----------------|----|-----------------------------------|----|----------------|----|--------------|
| <a href="#">Meeting Dates for 2017-2019</a> | 18 | SEPTEMBER 2017 | 19 | MARCH 2018                        | 16 | JULY 2018      | 14 | JANUARY 2019 |
| On Mondays starting at 7.00 pm              | 20 | NOVEMBER 2017  | 14 | <b>MAY 2018<br/>AGM &amp; APM</b> | 17 | SEPTEMBER 2018 |    |              |
| At the village hall                         | 15 | JANUARY 2018   |    | <b>JUNE (Exec Ctee Meeting)</b>   | 19 | NOVEMBER 2018  |    |              |