



The **ANNUAL GENERAL MEETING** of the Staverton Parish Council is to be held at the Staverton Village Hall on **Monday 13 MAY 2019** commencing at **6.30 pm** for the purpose of transacting the following business.

June Jones, Parish Clerk

ANNUAL GENERAL MEETING AGENDA

1. **APOLOGIES**
2. **ELECTION TO OFFICE.**
 - a. Elect Chair and Vice Chair 2019/20
 - b. Chair and Vice Chair to sign the Declaration of Acceptance of Office
3. **MINUTES OF THE LAST AGM MEETING (14 May 2018)**
4. **SPORTS GROUND & VILLAGE HALL**
 - a. Sports Ground Matters — Update on Management Agreement for Playing fields – SR/JJ
 - b. Meetings with Staverton Rangers - LS
 - c. Storage container – wooden battens – PN
5. **COMPLAINT – Update**
6. **FINANCE**
 - a. Clerk's Financial Report
 - b. 3 Year Fixed Rate Bond – Julian Hodge Bank £50,000 investment – now due for renewal
 - c. Waste Disposal Contract – Sports Ground 2019-2020
 - d. Replacement Defibrillator Pads for Defibrillator at Sports Ground
 - e. Approve Annual Governance Statement re sound internal control by PC on Annual Return 2018/19
 - f. Approve Accounting Statement 2018/19
 - g. Approve Unaudited Annual Governance & Accountability Return for 2018/19
 - h. Approve Unaudited year end accounts for Parish Council and agree Reserves – 2018/19
 - i. Discuss Internal Audit Report by Auditing Solutions – 2018/19
 - j. Approve recommendations by Auditing Solutions
 - k. Approve External and Internal Auditors for 2019/20 (PFK Littlejohn LLP and Auditing Solutions)
 - l. Approve David Owen Accountants to close down Year End 2019/20.
 - m. Approve the membership of WALC/NALC and COMMUNITY FIRST 2019/20
7. **CORRESPONDENCE**
 - a. Briefing Note 19-009 Calne to Chippenham Cycle Path
 - b. Briefing Note 19-010 Freight Management Update
 - c. Briefing Note 19-011 Special Schools
 - d. Briefing Note 19-015 Spatial Planning update
8. **DATE OF THE NEXT PARISH COUNCIL MEETING** is Monday 15th July 2019 **and close of meeting.**

<u>Meeting Dates for 2018-2020</u>		18	MARCH 2019	15	JULY 2019	13	JANUARY 2020
On Mondays starting at 7.00 pm and 6 pm for Annual Parish Meeting.	1 9	NOVEMBER 2018	13 MAY 2019 AGM & APM	16	SEPTEMBER 2019		
At the village hall	1 4	JANUARY 2019	JUNE (Exec Ctee Meeting)	18	NOVEMBER 2019		