

Ashfield cum Thorpe Parish Council

NOTICE OF MEETING

Members are duly summoned to attend the next meeting of the Council to be held on Monday 26 June 2017 at the Village Hall at 7.30pm at which time members of the public are cordially invited to attend

AGENDA

1. **Election of Chair 2017/18 and Signing of the Declaration of the Chair's Acceptance**
2. **Election of Vice-Chair 2017/18 and Signing of the Declaration of the Vice-Chair's Acceptance**
3. **Apologies and Approval of Absences**
4. **Declarations of Pecuniary or Non-Pecuniary Interests by Members**
5. **Approval of Minutes of the Previous Meeting on 10 May 2017**
6. **Matters Arising**
7. **Co-Option of a New Member and Signing of the Declaration of Acceptance**
(a) Arrangements for Qualification Evidence, Register of Interests and Related Issues
8. **Approval of Council Member Responsibilities 2017/18**
Chair, Vice-Chair, Finance, Communications, Planning, Noticeboard, Defibrillator, Dog Waste Bin, Speed Signs, Suffolk Police Mid Suffolk North Safer Neighbourhood Team, Parish Paths, Ashfield Community Council, Ashfield Ladies Group, Ashfield Welfare Trust, Ashfield Village Recorder and Earl Soham Community Primary School Governors
9. **Reports by the District Councillor and County Councillor**
10. **Contributions by Members of the Public**
Members of the public are invited to comment on any agenda item or any other matter concerning them and/or the parish with further comment during the remainder of the meeting only being allowed at the Chair's discretion
11. **Purchase of Defibrillator for the Village Hall**
(a) Consideration of Funding Application Referral to Community Council Update

- 12. Replacement and Relocation of Notice Board**
 - (a) Consideration of Notice Board Relocation, Installation and Access Update
- 13. Consideration of Planning Applications and Decision Notices**
- 14. Finance**
 - (a) Approval of (i) Statement of Accounts (ii) Income (iii) Expenditure 2016/17
 - (b) Approval of (i) Bank Reconciliation (ii) Asset Register 2016/17
 - (c) Approval of (i) Governance (ii) Accounting Statements (iii) Significant Variances 2016/17
 - (d) Review of SALC Internal Audit Report 2016/17 and Response and Action Plan
 - (e) Claim for VAT Refund for March 2015 to March 2017 (£114.60) (13 June 2017)
 - (f) Noting of No Increase in Insurance Cover for the Notice Board to 31 October 2017
 - (g) Approval of the Application for Transparency Code Funding (maximum £817.40)
 - (h) Approval of Parish Clerk's Hourly Rate (SCP18) from April 2017 (£9.299 to £9.392)
 - (i) Consideration of Outstanding Wages Claim by Former Parish Clerk Update
 - (j) Review of Payments and Authorisation of Payments by Cheque Signatories
- 15. Governance**
 - (a) Consideration of NALC's Updated Good Councillor's Guide 2017
 - (b) Consideration of NALC's Good Councillor's Guide to Finance and Transparency 2017
- 16. Updates to the Register of Interests**
 - (a) Receipt of Completed Register of Interests Form from Cllr Grimsey
 - (b) Receipt of Completed Register of Interests Form from Cllr Langley
- 17. Correspondence Received**
- 18. Consideration of the Review of Electoral Wards of Mid Suffolk District Council**
- 19. Matters for Future Consideration**
 - (a) Review of Income, Expenditure and Budget Progress (April to August 2017)
 - (b) Review of the Conclusion of the External Audit of the Annual Accounts 2016/17
 - (c) Review of Internal Controls, Risk Assessment and Financial Management
 - (d) Approval of Parish Clerk's Salary Scale from October 2017 (SCP18 to SCP19)
- 20. Dates of the Next Meetings**
 - (a) 13 September 2017
 - (b) 13 December 2017
 - (c) 14 March 2018

Simon Ashton, Parish Clerk
actpc.clerk@gmail.com
19 June 2017