

PATTISHALL PARISH COUNCIL

Website: www.pattishallparish.org.uk

Clerk - Mrs. Ann Addison, The Paddocks, Baker Street, Gayton, NN7 3EZ

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You are summoned to attend the **ANNUAL GENERAL MEETING** of the above Parish Council
On **THURSDAY 12th MAY 2016, AT 7.45PM**, Pattishall Parish Hall
For considering and resolving the matters set out below.

Members of the public & press are welcome to attend

A G E N D A

1. ELECTION OF OFFICERS

a) **Chairman**

b) **Vice-Chairman**

c) **Election of Members to Working Groups**

Finance, Planning, Environment, Highways

2. APOLOGIES for absence. Reasons to be stated

3. DECLARATIONS OF INTEREST – Interest & nature of interest to be declared

4. PUBLIC SESSION

5. MINUTES of previous meeting to be agreed & signed by the Chairman

6. MATTERS FOR REPORT – Arising from the Minutes

Highways, Lighting, Allotments, Playground Inspection, School safety barrier

7. PARISH PLAN

• Parish Hall – I. Illingworth

• Neighbourhood Plan – J. Woollett

a) Update

b) Request from M. Stretton to include field into the confines

8. REPORTS FROM COUNTY & DISTRICT COUNCILLORS

9. MINUTES of previous meeting to be agreed & signed

10. MATTERS FOR REPORT – arising from the previous Minutes

11. CORRESPONDENCE – Received & Sent

12. PLANNING – Applications received &/or determined

13. FINANCE – Bank balances & Invoices to be paid,

• Audit matters, Adoption of 2015/16 accounts

• Primary School request for funding

14. ADOPTION OF PARISH COUNCIL POLICIES – including:

• The Annual Return Financial Regulations Standing Orders

• Risk Analysis Policy & Internal Controls Responsible Financial Officer (Clerk)

• Responsible Internal Auditor (NCALC) Discrimination & Complaints policies

• Disability policy

15. COUNCILLORS REPORTS – to include working Group Reports

16. DATE & TIME OF NEXT MEETING **Thursday, 9th June 2016, 7.45pm**

Ann Addison

Clerk to the Council, 3rd May 2016