

PATTISHALL PARISH COUNCIL

Website: www.pattishallparish.org.uk

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

Telephone: 01604 858226 & Fax: 01604 879360

E.Mail: a_addison@btinternet.com

You are summoned to attend the **ANNUAL GENERAL MEETING** of the above Parish Council
On **THURSDAY 17th MAY 2018, 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

Allotment liaison, Lighting, Highways, Maintenance, School Liaison, Grass mowing, Hedges & Trees, Footpath Wardens, Bus Services, Finance, Planning

2. APOLOGIES for absence. Reasons to be stated

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

4. PUBLIC SESSION

5. REPORTS FROM COUNTY & DISTRICT COUNCILLORS

NCC Cllr Adam Brown

SNC Cllrs R. Clarke & S. Smallman

6. MINUTES of previous meeting to be agreed & signed

7. MATTERS FOR REPORT – **New &** arising from the previous Minutes

8. CORRESPONDENCE – Received & Sent

9. PLANNING – Applications received &/or determined

10. FINANCE – Bank balances, Invoices to be paid, Audit matters, Adoption of 2017/18 accounts & Annual Return

11. ADOPTION OF PARISH COUNCIL POLICIES – including:

- Financial Regulations
- Risk Analysis Policy & Internal Controls
- Standing Orders
- Responsible Financial Officer (Clerk)
- Responsible Internal Auditor (NCALC)
- Discrimination & Complaints policies
- Disability policy

12. COUNCILLORS REPORTS – to include working Group Reports

13. DATE & TIME OF NEXT MEETING – **Thursday, 14th June, 7.45 pm, Parish Hall**

Ann Addison

Clerk to the Council

15th April 2018