

ASTLEY PARISH COUNCIL
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**Wednesday 16 May 2018**

**AGM AGENDA**

To all Councillors: [copy to Press & Public]

**You are hereby summoned to attend a meeting of ASTLEY PARISH COUNCIL on  
WEDNESDAY 16 May 2018 commencing at 7pm IN ASTLEY VILLAGE HALL  
for the transaction of business as set out in the Agenda below.**

Andrea Gabbitas, Clerk to the Council

*There will be no Open Forum, as the Annual Meeting of the Parish follows this meeting*

- 1. ELECTION OF CHAIR**
- 2. APOLOGIES**
- 3. DECLARATION OF INTEREST** *Declaration of any Disclosable Pecuniary Interest in a matter to be discussed at the meeting, and which is not included in the Register of Interests. Declaration of any interest in a matter that may result in bias. An interest may be declared at any time during the meeting.*
- 4. ELECTION OF VICE-CHAIR**
  
- 5. APPOINTMENT OF REPRESENTATIVES**
  - 5.1 SALC Area Committee (up to two members to attend quarterly meetings)
  - 5.2 Local Joint Committee (LJC)
- 6. CONFIRM PREVIOUS MINUTES** of meeting held on Wed 18 April 2018
- 7.. OFFICIAL MATTERS**
  - 7.1 **Casual Vacancy** (the notice of vacancy must be advertised on noticeboards and website).
  - 7.2 **Standing Orders, Code of Conduct, and Financial Regulations**
  - 7.3 **Parish Register:** to confirm register of assets.
  - 7.4 **Data Protection Audit and Policy**
  - 7.5 **Responsibility for parish noticeboards**
- Finance:
  - 7.6 **Annual Governance and Accountability Return**
  - 7.7 **Receive and note the report from the Internal Auditor**
  - 7.8 **Annual Governance Statements**
  - 7.9 **Accounting statements**
  - 7.10 **Analysis of variances**
  - 7.11 **Bank Reconciliation**
  - 7.12 **Notice of the period for the exercise of public rights**
- 8. PARISH ACCOUNTS**
  - Payments & Receipts** (list to be distributed at meeting).

**DATE OF NEXT MEETING** Wednesday 21 June 2018 at Astley Village Hall, 7.30pm.