

# LONGHAM PARISH COUNCIL

**The Annual General Meeting will be held on Monday 14<sup>th</sup> May 2018 at 7.30pm in the Village Hall.**

***Longham Parish Council welcomes the public and press to its meetings. You are able to address the Council during the public participation session but the law does not permit members of the public and press to take part in the debates.***

*S.A. Irving*

Sheryl Irving  
Clerk to the Council

[longhamparishcouncil@gmail.com](mailto:longhamparishcouncil@gmail.com)

9<sup>th</sup> May 2018

## AGENDA

1. Welcome and apologies for absence.
2. Election of Chairman & signing of declaration of office.
3. Election of Vice-Chairman & signing of declaration of office.
4. To receive any declarations of interest.
5. To approve the minutes of the meeting held on 17<sup>th</sup> November 2017 and 9<sup>th</sup> January 2018.
6. Meeting open for public participation.
7. To receive County and District Councillors reports.
8. To discuss any matters from the November 2017 and January 2018 minutes (not on the agenda).
9. To confirm the appointment of the Clerk/RFO.
10. To discuss planning issues:
  - a) Applications for consideration.
  - b) Decisions to note.
  - c) To consider the Council Planning Policy.
11. To discuss any Highway issues.
  - Flooding in Chapel Road.
  - Any new issues.
12. Playing Field issues.
  - a) To receive an update re purchase of signs.
  - b) To receive an update on the play equipment.
  - c) To consider membership of the Norfolk Playing Fields Association.

13. To consider approval of the General Data Protection Regulations policies.
14. Financial Matters
- a) To receive a financial report for the year ending 31<sup>st</sup> March 2018.
  - b) To receive the Internal Auditor's report and to consider recommendations.
  - c) To approve the Annual Governance Statement in the 2017-18 Annual Return.
  - d) To approve the Statement of Accounts in the 2017-18 Annual Return.
  - e) To approve certification of exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.
  - f) To receive a financial report for the year ending 31<sup>st</sup> March 2019.
  - g) To authorise financial payments as set out below:
    - Clerk (retiring) – ICO Refund £35.00
    - Clerk (retiring) – Salary £tbc
    - HMRC £tbc
    - Clerk – Salary/All (April & May) £tbc
    - HMRC £tbc
    - Clerk (retiring) – Expenses £191.71
    - AON UK Ltd £11.70
    - Mazars (external audit) £660.00
    - Internal Audit £tbc
  - h) To receive an update re internet banking.
  - i) To consider any actions from the internal auditor's report dated 18<sup>th</sup> April 2018.
15. Correspondence for circulation  
(anything received after 11<sup>th</sup> April 2018 will be circulated at the meeting)
- Clerks & Councils Direct
16. To receive items for the next agenda.
17. To note the 2018 – 2019 meeting dates.
- Monday 9<sup>th</sup> July 2018
  - Monday 10<sup>th</sup> September 2018
  - Monday 12<sup>th</sup> November 2018
  - Monday 14<sup>th</sup> January 2019
  - Monday 11<sup>th</sup> March 2019
18. To note the date of the annual general meeting which will be held at 7.30pm on Monday 9<sup>th</sup> July 2018 in the Village Hall.
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