

NOTICE OF ANNUAL MEETING OF BRANDESTON PARISH COUNCIL

Dear Councillors

You are requested to attend the Annual Meeting of Brandeston Parish Council to be held on Tuesday 9th May at 7.30pm in the committee room of the Village Hall.

Please use the back door that leads directly into the meeting room as the main hall will be in use.

Members of the public are most welcome to attend

Signed

Mary Mitson-Woods

Clerk and Responsible Finance Officer

Agenda

1-1718/1 Welcome from the Chairman and to receive nominations for the Election of the Chairman for 2017/18 and to receive the Chairman's Acceptance of Office

Chairman opens the meeting for a forum with parishioners and to receive reports and discussion from representatives of SCC and SCDC.

1-1718/2 To receive any Declarations of Interest

1-1718/3 To receive and accept apologies for absence

1-1718/4 To receive and sign as a true record the minutes of the meeting of 14th March 2017 (Circulated)

1-1718/5 To receive nominations and elect the following officers: -

- | | |
|--------------------------------|-----------------------------------|
| a) Vice-Chairman | (2016/17 Helen Buckingham) |
| b) Tree Officer | (2016/17 Councillor Norman) |
| c) Footpath Officer/Litter | (2016/17 Councillor Churchill) |
| d) SALC representative | (2016/17 Councillor Mitson-Woods) |
| e) Police Liaison | (1016/17 Councillor Duffy) |
| f) Traffic Calming/Road Safety | (2016/17 Councillor Kirton) |

1-1718/6 Finance

- a) To confirm the Clerk as Responsible Finance Officer (RFO)
- b) Presentation of Accounts for 2016/17 from the RFO including report from Internal Audit
- c) To note Council internal finance audit from Councillor Buckingham (April 2017)
- d) To prepare Annual Governance Statement and to authorise the Chairman to sign the Annual Return for the year 2016/17 to be returned to BDO
- e) To consider the Council's Financial Risk Assessment and make any amendments
- f) To consider the Council's Register of Assets and check for accuracy/amendments needed
- g) To approve payment to SALC for Internal Audit for 2016/17 Estimated 88.00 +VAT
- h) To appoint Internal Auditors for 2017/18 RFO recommendation that SALC is appointed.
- i) To confirm cheque signatories. **Parish Council account** (currently Councillors Elson, Norman and Duffy) and **100+ account** Councillors Elson, Kirton and Churchill)

- g) To note first instalment of Precept paid in 24/04/2017
- h) Lottery Return for 2016/17 to be signed by Chairman. 2017-18 131 members at 12.00 each Prize money to be paid out 570.00. Money accrued in account for future purchase for Village Hall.

1-1718/7 Items presented for payment: -

- a) Brandeston Village Hall – Invoice for PC meetings for year and APM on 17th May 2017.
- b) Suffolk Association of Local Councils subscription – Est. 131.00.
- c) Suffolk Preservation Society – 30.00.
- d) Clerk's salary 1st April to 6th May, 5 weeks at 20.00 – 100.00.
- e) To authorise and pay Clerk's expenses for 2016/17 – 230.47 (Includes laptop bag & security for PC)

1/1718/8 Faster Broadband update – Councillor Buckingham

1/1718/9 Traffic calming update and data from SID– Councillor Kirton

1/1718/10 Village Triangles

Report on progress for acquisition of the village triangles – Councillor Buckingham

Work progress report – Councillor Mitson-Woods

1/1718/11 Manse Hill safety measures update

1/1718/12 Schedule of Meetings for 2017/18

Tuesday 11th July 2017

Tuesday 12th September 2017

Tuesday November 28th 2017 – (Clerk away until 20th November)

Tuesday January 9th 2018

Tuesday March 8th 2018

Annual PC Meeting May 15th 2018 (8th too early to present accounts)

Date of next meeting: Tuesday 11th July 2017 at 7.30pm in the Committee Room of the Village Hall.
Annual Parish 17th May 2017 at 7.30pm in the Village Hall