

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 8th May 2018 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 and may speak during the public forum. Plans for the Application below will be displayed from 7.15pm.

Signed:



Mary Mitson-Woods
Clerk and Responsible Finance Officer
2nd May 2018

Agenda

1-1819/1 Welcome from the Chairman and to receive nominations for the Election of the Chairman for 2018/19 and to receive the Chairman's Acceptance of Office

1-1819/2 Public Forum where any elector may bring matters to the Council's attention

1-1819/3 To receive any Declarations of Interest

1-1819/4 To receive and accept apologies for absence

1-1819/5 To receive and sign as a true record the minutes of the meeting of 13th March 2018(Circulated)

1-1819/6 Report from County Councillor Robin Vickery

1-1819/7 To receive nominations and elect the following officers: -

- | | |
|---|----------------------------------|
| a) Vice-Chairman | (2017/8 Helen Buckingham) |
| b) Tree Officer | (2017/8 Councillor Norman) |
| c) Footpath Officer/Litter | (2017/8 Councillor Churchill) |
| d) SALC representative | (2017/8 Councillor Mitson-Woods) |
| e) Police Liaison | (1017/8 Councillor Duffy) |
| f) Traffic Calming/Road Safety | (2017/8 Councillor Kirton) |
| g) To work with the Clerk on compliance with the GDPR (New appointment) | |

1-1819/8 Finance

- a) To confirm the Clerk as Responsible Finance Officer (RFO)
- b) To report April 30th balances at Barclays accounts and reconciliation.
- c) To note Council internal finance audit from Councillor Kirton (April 2018) and Chairman to sign.
- d) To prepare the Exemption Certificate and to authorise the Chairman to sign for the year 2017/18 to be returned to PKF Littlejohn. This negates the need to fill in the Annual Governance and Accountability Return.

- 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 consider the Council's Financial Regs. for adequacy
 - h) To appoint Internal Auditors for 2018/19. 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)
- h) To note first instalment of Precept paid in.

1-1819/9 Items presented for payment: -

- a) Suffolk Association of Local Councils subscription – £136.88
- b) Suffolk Preservation Society – £30.00.
- c) Clerk's salary 1st April to 4th May, 5 weeks at £30.00 – 150.00.
- d) To approve payment to SALC for Internal Audit for 2017/18 - Estimated £88.00 +VAT
- e) SALC briefing on GDPR 22nd March £8.00 + £1.60 VAT
- f) Brandeston VH invoices for APM 30/05 and BPC for 2018/19 £121.00
- g) To authorise prizes from 100+ Club for June, July and August 2018

1-1819/10 To authorise an application to Councillor Vickery's Locality Budget to buy equipment for the village playground. Additionally, to authorise money from 100+ Club account if required

1/1819/11 Review of Standing Orders – To consider amendments to the NALC model Standing Orders for Brandeston PC. Councillor Elson and Clerk

1/1819/12

- a) **To adopt the Information Commissioners Office Publication Scheme** in it's original form to comply with the Freedom of Information Act 2000 (Attached)
- b) To adopt the SALC model Complaints Procedure

1/1819/13 GDPR progress towards compliance on 25th May 2018

1/1819/14 Traffic calming and update on Manse Hill safety measures– Councillor Kirton

1/1819/15 Planning Application DC/18/1526/FUL: Construction of a two class base early years building with toilet facilities, staff office, kitchenette and all associated landscaping works. Applicant MR A Payne, Framlingham College Prep School

1/1718/17 Schedule of Meetings for 2018/19

May 8th, July 10th, September 11th, November 13th. 2019 January 8th, March 12th.

Date of next meeting: Tuesday 10th July 2018 at 7.30pm in the Committee Room of the Village Hall.

NB. Annual Parish Meeting Wednesday 30th May 2018 at 7.30pm in the Village Hall