

BREDHURST PARISH COUNCIL



**To all councillors: you are hereby summoned to attend the
ANNUAL MEETING OF THE PARISH COUNCIL TO BE HELD AT
BREDHURST PRIMARY SCHOOL
On Wednesday 11th May 2016 at 6:30pm**

Members of the public and press are invited to attend. At the discretion of the Chair the meeting may be closed and then opened to the public for questions. Any items for full discussion will be placed on next month's agenda.

AGENDA

1. Apologies for absence

Cllrs to consider if apologies are acceptable.

2. Election of Chair and declaration of acceptance of office

3. Election of Vice-Chair and declaration of acceptance of office

4. Declaration of acceptance of office by all other members

5. Declarations of interests

a. Cllrs to sign DPI and DNPI forms.

b. Cllrs to declare any pecuniary or non-pecuniary interests in matters to be considered on this agenda.

6. To approve the minutes of the meeting held on 13th April 2016

7. Police briefing

ADJOURNMENT FOR A SHORT OPEN SESSION

8. Matters arising (for information only)

Cllrs to receive an update on action points from previous meeting.

9. Chair's Report

Chair to present the Annual Report on behalf of the Parish Council.

10. Review of policies and other annual arrangements

a. Code of Conduct

b. Standing Orders

c. Financial Regulations

d. Equal Opportunities

e. Publication Scheme

f. Risk Assessments

g. Other policies

h. Fire hydrant checks

i. Asset checks

j. Village maintenance – purchase of plants

11. Committees and election of representatives

Cllrs to consider committees and elect representatives to outside bodies.

12. Resurfacing of KH49/KH50

Cllrs to receive an update and consider whether to proceed due to an increased quote.

13. Insurance

Cllrs to consider whether to enter into another long term agreement with Hiscox at a discount of 5%.

14. Printer

Cllrs to consider the possible purchase of a printer for BPC use.

15. Planning

16. Finance

- a. Financial statement and bank reconciliation – to receive and accept
- b. Internal Audit
 - i. Cllrs to receive the Internal Audit Report for 2015-16
 - ii. Cllrs to appoint the Internal Auditor for 2016-17
- c. Annual Return – end of year accounts 2015-16
 - i. Cllrs to review the Annual Governance Statement
 - ii. Cllrs to approve the accounting statements for 2015-16
- d. Payments to be made:
 - i. Clerk – wages and office rental (for information only – paid by BACS)
 - ii. Southern Water – water bill (for information only – paid by D/D) 17.87
 - iii. Clerk – expenses (stamps) 10.26
 - iv. Came & Co – insurance 598.54/568.61
 - v. Cllr Jones – plants for BPC troughs and maintained areas 69.44


17. Reports from parish councillors

18. Reports from borough and county councillors (if present)

ADJOURNMENT FOR A SHORT OPEN SESSION

19. Correspondence

20. Close of meeting



Bex Ratchford, Parish Clerk, 5th May 2016
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