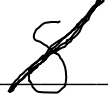


# Swallowcliffe Parish Council



To: All Members of Swallowcliffe Parish Council.

You are hereby summoned to attend the **Annual Meeting of Council** on **Wednesday 17<sup>th</sup> May 2017** commencing at **7pm** in Swallowcliffe Village Hall, for the transaction of the business shown on the agenda below.

Signed:  Simon Pritchard – PARISH CLERK

RESIDENTS / MEMBERS OF THE PUBLIC ARE ENCOURAGED TO ATTEND THIS MEETING

***At the start of the meeting 10 minutes is put aside for questions and comments from Residents to Members of the Parish Council***

*Once the formal meeting has started Members of the Public are reminded that they have no right to speak.*

## ~ Agenda ~

ACM/1 – Election of Parish Council Chairman for the Municipal Year 2017/18

ACM/2 – Declaration of Acceptance of Office

To confirm that all Members have signed their declaration.

ACM/3 - Apologies for Absence

- A) To receive Apologies for Absence
- B) Acceptance of Apologies for Absence

ACM/4 – Declaration of Pecuniary Interests & Dispensations

- A) Members are reminded of their obligation to declare any interests in accordance with the Localism Act 2011 and the Councils Code of Conduct.
- B) To confirm that members have registered their interests with Wiltshire Council

ACM/5 – Code of Conduct

To adopt the Council's Code of Conduct

ACM/6 - Members Portfolios

Some members of the Council hold extra responsibility in some areas, Council is asked to consider appointing Members to the following portfolios:

- A) THE VILLAGE HALL COMMITTEE
- B) SW AREA BOARD
- C) FOOTPATHS / RIGHTS OF WAY
- D) HIGHWAY MATTERS
- E) TRANSPORT
- F) LOCAL PLANNING & DEVELOPMENT
- G) COUNCIL FINANCE

ACM/7 – HR Panel Membership

Council is asked to appoint two Members to the HR Panel and one reserve Member

**ACM/8 – Adoption of Minutes**

To formally adopt the minutes of previous Annual Meeting of Council:

**ACM/9 – Councils Calendar of Meetings**

To agree the calendar of meetings for the whole of the municipal year 2017/18 (See report)

**ACM/10- Assets Register**

To agree the list of assets the Council has and adopt the register (Report attached)

**ACM/11 – Insurance Renewal**

To receive the policy schedule and premium for 2017/18 and consider payment

**ACM/12 – FINANCE**

**A. End of year turnout 2016/17**

To receive the end of year turnout for the last year.

**B. 2017/18 Budget to date**

To receive the Councils performances against the budget.

**ACM/13 – Internal Audit**

To receive the Councils Internal Audit and consider any recommendations

**ACM/14 – Annual Governance Statement**

To consider & approve the Councils Annual Governance Statement

**ACM/15 – Accounting Statements**

To consider & approve the Councils Accounting Statements

**ACM/16 – To Appoint Bank Signatories**

To confirm the Councils Bank Signatories

**ACM/17 – Items for the Next Agenda**

Members are asked to identify any items of business for the next Council meeting.

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*Agenda Item 17/9 - Report*

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**Suggested dates:**

- **Thursday 27<sup>th</sup> July**
- **Thursday 10<sup>th</sup> November**
- **Thursday 8<sup>th</sup> February**
- Annual Council: **Thursday 10<sup>th</sup> May** – Annual Assembly the same Evening