


Notice of Annual Parish Meeting & Annual General Meeting

Members of Billingborough Parish Council are hereby summoned to attend the **Annual Parish Meeting & Annual General Meeting** on **Wednesday 30 May 2018 starting at 6.30pm** in the Recreation Ground Pavilion. Unless stated in an Agenda, any items raised for a decision at the Annual Parish Meeting will appear on the Agenda at the next meeting. **Members of the public are invited to attend** Anyone wishing to film or record these Meetings is requested to notify the Clerk in advance, so reasonable requirements can be accommodated.

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Cllr Chris Woodhead, Chairman of the Council

9 May 2018

Annual Parish Meeting – Agenda

1. **Welcome by the Chairman**
2. **Chairman's Annual Report**
3. **Receive Reports from Police, County & District Councils**
4. **Receive Reports from Community Groups & Organisations**
5. **Questions & Proposals from the Public**

Annual General Meeting of the Parish Council – Agenda

The Annual General Meeting of the Parish Council will commence at 7.15pm or immediately following the Annual Parish Meeting. The public are welcome to attend the meeting but are not permitted to speak.

1. **Apologies for absence**
2. **Receive any new Declarations of Interest**
3. **Election of Chairman**
4. **Election of Vice chairman**
5. **Councillor Co-option** (Decision on candidate – **All**)
 - a. **Acceptance of Office & Declarations of Interest** (if required)
6. **Appointment of Members to Designated Roles & Responsibilities:**
 - a. Finance
 - b. Toller Education Foundation
 - c. Contracts & Tenancy
 - d. Website
 - e. Emergency Plan Coordinator
 - f. Lead, Entrance Planters
 - g. News Sheet Editor
 - h. Police Forum Representative
 - i. Lead, Speed Feed Back Signs
 - j. Lead, Cemetery
 - k. Allotments Representative
 - l. Youth Probationer Coordinator
 - m. Lead, Spring Wells
 - n. Lead, Recreation Ground & CCTV
7. **To Approve the Minutes of the last Meeting** (12 March 2018)
8. **Review & Approve Asset Register (All)**
9. **To Adopt the Council Policies & Procedures (All)**
Code of Conduct; Communications; Complaints; Disciplinary & Grievance; Equal Opportunities; Financial Regulations; FOI & Data Publication; Risk Management; Safeguarding; Standing Orders
10. **Finance Report – Clerk**
 - a. **2017/18 End of Year Accounts & External Audit Return (Chairman & RFO)**
 - i. End of Year Accounts & Internal Audit (**All**)
 - ii. Approval of Annual Governance Statement (**All**)
 - iii. Approval of Accounting Statement (**All**)
 - b. **2018/19 Accounts to date (RFO; Approval of Expenditure – All)**
11. **Update on Key Parish Matters:**
 - a. Recreation Ground & CCTV (**Cllr Free**; Decision on Tennis Court Opening – **All**)
 - b. Speed Feedback Signs (**Cllr Free**)
 - c. Entrance Planters (**Cllr Vince**)
 - d. Allotments (**Cllr King**; Decision on Container & Access – **All**)
 - e. Comments on Planning Applications (if required) (**All**)
12. **To Receive any Urgent Reports & Correspondence from Members & Clerk**

Next Parish Council Meeting: Monday 9 July 2018 at 6.45 pm in Billingborough Primary School