

Cowley (& Birdlip) Parish Council

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24 May 2017

Councillors: J Lavington (Chair), S Bradley, D Ballinger, Dr. S Drysdale, D. Metcalf, L Workman, Dr. N Reed

Dear Councillors

You are summoned to the next meeting of the **Annual Meeting of the Parish Council** on **Wednesday 31st May 2017 at Birdlip Village Hall at 7.30pm.**

AGENDA

1. Election of Chairman & Vice Chairman.
2. Signing of Declaration of Acceptance of Office (Chairman & Vice Chairman)
3. Declarations of Interest
4. To confirm the minutes of the last meeting and deal with Matters Arising not included as an agenda item.
- 5. ANNUAL REVIEWS:**
 - a) To adopt the **Standing Orders** for the year (see website)
 - b) To adopt the **Financial Standing Orders** (see website)
 - c) To adopt the **Code of Conduct** (see website)
 - d) **Register of Members Interests** - notice of disclosure of pecuniary and other interests. Reminder that all previous Members of the Parish Council need to ensure information is up to date, and new members need to complete and return to CDC
 - e) To review the **risk assessment & asset register** for the Parish Council (attached)
- 6. FINANCE:**
 - a) **GAPTC Independent Internal Audit** – receive update.
 - b) **Annual Accounts** –
 - i. To approve the 2016/17 Parish Council accounts
 - ii. To complete the Annual Governance Statement 2016/17
 - iii. To approve the Accounting Statements for external audit 2016/17
 - c) **Donation request** - Donation request £300-500 for Brimpsfield with Birdlip PCC for churchyard maintenance
 - d) **To authorise payment and issue cheques:** Parish Council expenses £TBC, GAPTC Independent Internal Audit £80
 - e) **To agree the Clerk's pay**

7. **PLANNING:** 17/01586/TELEC Installation of back-up power generator at Birdlip Radio Station Shab Hill
8. **Bus Shelters & defibrillators:** To note that the 3 bus shelters, defibrillators & and kiosks have been inspected since the last meeting
9. **Clerk's contract** – to agree contract for new Clerk (confidential item)
10. To take any questions from the public
11. Items for the next agenda and agree dates for future meetings

Signed: *Helen L. Jones* (Clerk to the Council)