

# **Sibton Parish Council**

**Members are summoned to the Annual Parish Council Meeting which will be held on Monday, May 20th 2019 in the Peasenhall and Sibton Methodist Meeting Room, Sibton after the Annual Parish Meeting:**

*Members of the public and the press are welcome to attend and may ask questions on Agenda items in the Public Session (Item 13) otherwise they are respectfully requested to remain silent during the meeting. Councillors and the public are advised the law permits any person to film, record, photograph or use social media to report on meetings of the Council open to the public:*

Signature: Paul Widdowson

Paul Widdowson, Clerk to the Council, 69 Dukes Drive, Halesworth IP19 8DR:  
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## **Agenda**

- 1) **New Councillors** to sign the Declaration of Acceptance of Office:
- 2) **To elect a Chair for 2019 – 2020 and receive the Chair’s Declaration of Acceptance of Office:**
- 3) **To elect a Vice-Chair for 2019 - 2020:**
- 4) **To appoint a Responsible Finance and Proper Officer for 2019 - 2020:**
- 5) **To elect Council Appointments for 2019 – 2020 not elected above:**
  - a) **Independent Internal Auditor:**
  - c) **Playing Field:**
  - d) **Village Hall:**
  - e) **Suffolk Association of Local Councils:**
- 6) **Review of Standing Orders:** To consider any changes needed:
- 7) **Review of Financial Standing Orders:** To consider any changes needed:
- 8) **Adoption of Code of Conduct:** To agree the Code of Conduct:
- 9) **Apologies:** To receive any apologies for absence.
- 10) **To receive Declarations of Interest and confirm all Members have reviewed their Declaration of Interest Forms:** Councillors to declare any Pecuniary or Non-Pecuniary Interests. Members may subsequently declare an interest at any point in the meeting:

- 11) **Requests for dispensations:** Consideration of any requests for dispensation.
- 12) **To receive a report** from the County and District Councillors:
- 13) **Public Session:** Members of the public have fifteen minutes to ask questions on topics on the agenda.
- 14) **To confirm the Minutes** of the Parish Council Meetings held on Friday, March 29th 2019 and Tuesday, May 7th 2019:
- 15) **Environment Agency:** To update on the work on Pouy Street.
- 16) **Noticeboards:** Update on website address signs on the noticeboards and to have Perspex in the noticeboards.
- 17) **Planning Matters:** To agree and discuss the following planning applications.
  - a) **The Future of Planning Applications**
- 18) **Clerk's Report and Correspondence:** The Clerk to update the council on correspondence received and the administration of the council.
- 19) **Financial Report:**
  - a) **Balances at the Bank on May 12th 2019:** To receive an update on the current financial status.
  - b) **Cheques for payment:** To review receipts and approve payments.
- 20) **Accounts year ending March 31<sup>st</sup> 2019:** Review of the Accounts for Internal Audit and any questions:
  - a) **To approve Section 1 of the Annual Return and sign declaration:**
  - b) **To approve Section 2 of the Annual Return and sign declaration:**
  - c) **To agree the accounts for the year ending 31<sup>st</sup> March 2019:**
  - d) **Acceptance of financial report and year end accounts:**
  - e) **To agree to a 'Limited Assurance Review' or to complete a 'Certificate of Exemption':**
- 21) **Clerk's Pay for 2019 – 2020** – To review Clerk's Pay for 2019-2020.
- 22) **To decide the date and receive agenda items** for the next Parish Council Meeting: