

Annual Meeting of Grimley Parish Council

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Clerk: Mrs Lisa Stevens

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Monday 15 May 2017

Dear Councillor, Notice is hereby given that the **Annual Meeting of Grimley Parish Council** will be held on **Monday, 22nd May 2017** at **7.15pm** in The Peace Hall, Sinton Green when the business set out in the agenda below will be transacted. Your attendance at the meeting is requested. Yours, Lisa Stevens, Clerk & Responsible Financial Officer

The press and public are also cordially invited to attend this meeting

to observe proceedings. Nb This is an annual meeting of Parish Cllrs, where appointments for the following take place: chairman, vice-chairman, committee members and representatives to other bodies.

Agenda

17/01	To consider any apologies for absence & Declarations of interest.
17/02	<p>a. Election of Chairman 2017/18</p> <ul style="list-style-type: none"> i. Nominations and vote ii. Signing of Declaration of Acceptance of Office. iii. Input of chair details on External Audit Paperwork. <p>b. Election of Vice Chairman 2017/18</p> <p>c. Election of Representatives:</p> <ul style="list-style-type: none"> - Appeals Panel (3) - CALC (2) - Grievance Panel (3) - Grimley Smaller Charities (2) - Monkwood Green Community Management Liaison Group (3) - Over-seeing Finance (1) - Peace Hall Committee (2) - Staffing Committee (3) - Tarmac Liaison Group (1) <p>d. To Review & Accept:</p> <ul style="list-style-type: none"> i) Financial Regulations (Statutory - NALC Recommended). ii) Standing Orders (Statutory - NALC Recommended). iii) Risk Assessment Register. iv) Information available under Freedom of Information Act (Statutory) v) Financial Reserves. vi) Code of conduct.

* Guidance for the completion of the Annual Return states that the Annual Governance Statement and the Accounting Statements can be considered and approved at the same meeting, as long as it is a meeting of the full authority and that it is clear from the minute references that the Statements were approved in the right order.

17/03	<p>Public question time. As public accounts are being signed off at this meeting (below), this additional section allowing for public questions has been allocated. Time to be limited at the discretion of the Chair.</p>
17/04	<p>Finance.</p> <p>a. To consider and motion to approve procedures and paperwork in connection with the Annual Audit Return.</p> <ol style="list-style-type: none"> i. Clerk to certify the Accounting Statements. ii. Consider the internal audit work during the year. Review of procedures for internal checking of banking. iii. To note advisory comments received after completion of 2015/16 annual audit. iv. Approve the Annual Governance Statement. <i>Chair and Clerk to minute, sign and date the Annual Governance Statement Section 1 of the Annual Return for the year ending 31 March 2017.</i> <p>b. To consider and motion to approve procedures and paperwork in connection with the Annual Audit Return – CONTINUED. *</p> <ol style="list-style-type: none"> i. Approve the Accounting Statements. <i>Chair and Clerk to minute, sign and date the Annual Governance Statement Section 2 of the Annual Return for the year ending 31 March 2017.</i> <p>c. Approval and signature of the Declaration that the statement of accounts is unaudited.</p> <p>d. Approval and signature of the Notice of Commencement of the period for the exercise of public rights.</p> <p>e. To note that the completed annual return, supporting papers and notification of date of commencement of period of public rights must be sent to Grant Thornton by 23 June 2017.</p>
	<p>Close of Annual Meeting of Grimley Parish Council</p>

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