

BUSHLEY PARISH COUNCIL

Clerk and RFO to the Council – Vicky Fowkes
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Annual Bushley OPEN Meeting at the Village Hall On Tuesday 22nd May 2018 at 7.45pm

AGENDA

- 1 Apologies for Absence
- 2 To approve the Minutes of the Open Parish Meeting on 16th May 2017
- 3 Any matters arising from these minutes
- 4 Chairman's Report
- 5 Financial Report In conjunction with the annual 'Receipts & Payments' Account
6. Any comments or questions from parishioners present
- 7 Meeting closes

Agenda for Bushley Parish Council Annual Meeting:

1. Apologies for Absence
2. Election of the Chairman – Signing of Declaration of Office by all councillors
3. Election of Vice Chairman and Councillor responsibilities.
4. Declaration of Interests. Councillors are reminded to update their interests if necessary please.
5. Election of: a. Village Hall Representative
b. Responsible Financial Officer
6. Consider adopting the Minutes of the Annual Council Meeting 16.05.17
7. Matters Arising.
- 8 a. Approval of internally examined accounts: April 2017 to March 2018
b. Consideration of Certificate of Exemption returned to external Auditor.

9. Review of Council's:

- a. Standing Orders
- b. Financial Regulations
- c. Risk Assessment
- d. Defects Schedule
- e. Assets register
- f. Transparency Code

8. Finance:

- a. Lloyds Current Account- balance and signing of cheques/agreeing BACS payments
- b. Insurance Premium
- c. Publications Scheme

9. Any Other Business

10. Date of Next Meeting: Tuesday 19th June 2018

11. Close of Meeting