**SEIGHFORD PARISH COUNCIL**

**To all members of Seighford Parish Council:**

You are hereby summoned to attend The Annual Meeting of the Parish Council to be held on Monday 20 May 2019 at Seighford Village Hall starting at 7.30pm.

*During the first part of the meeting, for 10 minutes maximum, there will be a Public Open Forum, enabling residents to ask questions or raise issues of concern.*

Lisa Horritt, Locum Clerk. Tel: 01785 240358: E-mail: [seighfordparish@yahoo.co.uk](mailto:seighfordparish@yahoo.co.uk)

**AGENDA**

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| *1* | **To elect a Chairman and receive signed Declaration of Acceptance of Office** |
| *2* | **To elect a Vice-Chairman and receive signed Declaration of Acceptance of Office** |
| *3* | **To receive apologies and accept and record any reasons for absences** |
| *4* | **Declaration of interests**   1. To declare any personal, pecuniary or disclosable interests in accordance with the Code of Conduct and any possible contraventions under s 106 of the LGA 1992. 2. To note the receipt of any written requests for dispensation |
| *5* | **Public Open Forum**  Maximum time available 10 minutes |
| *6* | **To appoint Representatives for External Organisations**   * Derrington Village Hall Committee * Derrington Millennium Green Trust * Cooper Perry Primary School Board of Governors * Great Bridgeford Village Hall Committee * Seighford Village Hall Committee |
| *7* | **Updates from Borough/ County Councillors** |
| *8* | **Meeting of the Parish Council held on 18 March 2019**   1. To receive the meeting minutes for approval as a correct record. 2. To receive an update on actions since the last meeting not covered elsewhere on the agenda 3. Annual Parish Meeting draft minutes and actions required |
| *9* | **Co-option** To consider co-opting candidates to the vacancies in Derrington following the election on May 2nd |
| *10* | **Planning matters:** To discuss and confirm responses made in respect of the following applications:  **17/27543/FUL –** Billington Farm, Billington Bank – amendment to application |
| *11* | **To review and adopt Council policies as below:**   1. Standing Orders 2. Financial Regulations 3. Risk Assessment 4. Assets |
| *12* | **Parish Finances**   1. To receive an update on expenditure against the budget for 2019/20. 2. To approve accounts for payment. 3. To discuss cheque signatories and updates required 4. To receive and note the internal audit report 5. To agree the Annual Governance Statement 6. To agree the Annual Accounting Statements 7. To confirm eligibility of exemption from limited assurance review by Mazars and certify as exempt 8. To approve Parish Insurance 9. To appoint the Internal Auditor for 2019/20 |
| *13* | **Chairman’s Report**   1. Seighford Village Green – actions required relating to S106 agreement and appeal funding 2. Update relating to Freedom of the Parish presentations held on April 26th 3. Speed devices update – intermittent issue with one device |
| *14* | **Parish Councillors Report:** Councillors to report on issues affecting their wards   1. Proposed footpath across Bridgeford Hurst Farm in Great Bridgeford – Cllr Turnbull 2. Burglaries in Great Bridgeford including issues at the rear of the Playing field 3. Network Rail works update |
| *15* | **Highways, Footpath & Playing Field matters**  To be raised as necessary |
| *16* | **Staffing matters:** To agree continuation of locum contract until required and arrangements for July meeting due to Locum Clerk holiday |
| *17* | **Next meeting:** To request items for the agenda for the next meeting on 15 July |
| *18* | **Meeting Close** |