

2<sup>nd</sup> May 2017

**You are summoned to attend the ANNUAL MEETING of the YAPTON PARISH COUNCIL which will take place on the conclusion of the Annual Parish Meeting on MONDAY 8<sup>th</sup> MAY 2017 at the YAPTON AND FORD VILLAGE HALL\***

The agenda for the meeting is set out below.

*Andrew Gardiner*

Andrew Gardiner  
Clerk of the Council

*\*The meeting will take place in the Club Room, entrance at the rear of the building.*

## **AGENDA**

- 1. Election of Chairman**
- 2. Election of Vice-Chairman**
- 3. Apologies for absence**

Members are reminded that if they are unable to attend the meeting, reasons for absence must be given for approval by the Council.

- 4. Declarations of Interest**

Members are reminded to make any declarations of a personal and/or pecuniary interest that they may have in relation to items on the agenda.

- 5. Minutes of the meeting held on 9<sup>th</sup> May 2016 (copy attached)**

To approve the minutes as a correct record and to agree to the Chairman signing the agreed minutes.

- 6. Appointment of Committees and Review of the terms of reference for committees**

- (a) Allotments
- (b) Emergency & Resilience Committee
- (c) Planning
- (d) Playing Field

- 7. To appoint three representatives to serve on the Yapton & Ford Village Hall Management Committee**

- 8. To appoint a representative to serve on the Joint Western Arun Area Committee**

**9. To appoint two representatives to serve on the Arun District Association of Local Councils**

**10. Finance - Audit of Accounts for the year ended 31 March 2017**

In connection with the audit arrangements for local councils, an Annual Return has to be completed by the Parish Council. This includes:

- (i) a report by the Internal Auditor (audit completed by Rachel Hall of R S Hall & Co, Woodgate);
- (ii) an explanation of variances between 2015/16 and 2016/17 financial years and a bank reconciliation statement; and
- (iii) the Annual Governance Statement which is to be signed by the Chairman on behalf of the members (*copies attached*).

**11. Review of delegation arrangements to committees, sub-committees, staff and other local authorities**

**12. Review and confirmation of appropriate standing orders and financial regulations**

**13. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities**

**14. Review of inventory of land and assets including buildings and office equipment**

**15. Confirmation of arrangements for insurance cover in respect of all insured risks**

**16. Review of the council's and/or staff subscriptions to other bodies**

**17. Review of the council's complaints procedure**

**18. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998**

**19. Review of the council's policy for dealing with the press/media**

**20. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.**

**DATE OF NEXT MEETING: 14<sup>th</sup> MAY 2018**