

HEVINGHAM PARISH COUNCIL

Clerk: Mrs Karen N Medler
Oak House, 8 The Turn, Hevingham
Telephone: 01603 754134 Email: hevinghampc@live.co.uk

NOTICE OF MEETING and SUMMONS TO ATTEND

The annual meeting of the Parish Council will be held on
Tuesday 1st May 2018 at 7:30pm in Hevingham Village Hall

AGENDA

1. To receive apologies for absence (telephoned to the Clerk in advance)
2. Appointments:
 - a) Election of Chairman and signing of Acceptance of Office
 - b) Election of Vice Chair
 - c) To agree appointment of Village Hall representative
 - d) To agree appointment of Allotment Committee
 - e) To agree appointment of Youth Advocate
3. To receive Declarations of Interest and consider any requests for Dispensation (please report to the Clerk prior to the meeting)
4. To accept the minutes of the Council meeting held on 3rd April 2018
5. To report on matters arising from the previous meeting not on the agenda – for report only
6. To adjourn for Public Participation
7. Matters for Discussion and Decision:
 - a) **Finance**
 - i) To agree accounts for payment
 - ii) To agree accounts for year ending 31st March 2018
 - iii) To discuss and agree updated Asset Register
 - iv) To receive Internal Audit report and complete External Audit form **
 - b) **Herbert Phillipo Fund** - To receive updates on ongoing projects and agree any further action
 - c) **Memorial Bench in Lay-by** – to consider and agree licence conditions
 - d) **Farmers Allotments** – to discuss and agree any action following site meeting
 - e) **Future grass cutting** – to discuss and agree possible purchase of a mower
 - f) **John Hall Charity** – to receive accounts for the year ending 31st March 2018
 - g) **Planning** *
 - i) Nothing at present
 - ii) Updates on previous applications
 - h) **GDPR Compliance** – to discuss and agree various documents relating to this
7. Matters to report:
 - a) **Correspondence**
 - b) **Clerks report** (to include 7th set of results from SAM sign)
 - c) **Youth Advocate report**
 - d) **Village Hall report**
 - e) **Police report**
 - f) **District and County Councillors reports**
8. Matters for future discussion and to note date of next meeting – 5th June 2018

* any plans will be available for viewing 15 minutes prior to the meeting

** I have added this just in case the Internal Audit has been finalised but if it has not, we will carry this over to June