

FRAMFIELD PARISH COUNCIL

Clerk:

ANN E. NEWTON (Mrs)

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27 May 2018

Dear Councillor

May I please remind you that the next meeting, the Annual Meeting of the Parish Council, will be held in the **Village Hall, Blackboys, on Tuesday, 29 May 2018 at 7.30 pm.**



AGENDA

- 1. To Elect a Chairman and Received Declaration of Office**
- 2. To Elect a Vice Chairman**
- 3. Apologies.**
- 4. Declarations of Interest**
- 5. To Elect Committees and Representatives.**
Current members detailed in brackets.
Committees
 - Finance and General Purposes (Chairman, Vice Chairman, plus a minimum of 3 other members (PF, MN and RN).
 - Planning (KB (Chairman), PF (Vice Chairman), MN and SS).
*Committees to elect a Chairman at their first meeting.*Appointments/Representatives
 - School Governor Representative (St Thomas a Becket Church of England Federation (Blackboys and Framfield CEP Schools) (KB).
 - WDALC/SALC/Wealden Planning Panel (Clerk)
 - Emergency Planning Co-ordinator/Police (SA).
 - Internal Audit (Keith Robertson)
- 6. Approval of the last minutes – 27 March 2018.**
- 7. Review of the Council’s Internal Audit Effectiveness – attached.**
- 8. Review and adoption of the Governance Statement as detailed in the Annual Return (AR) – attached.**
- 9. Formal approval of the Accounts for the year ending 31 March 2018 (this will be subject to any minor amendments prior to submission).**

- 10. Adoption of the Parish Council Risk Assessment – attached - no changes.**
- 11. Adoption of the Financial Regulations – on website - no changes.**
- 12. Adoption of the Standing Orders – on website - no changes.**
- 13. To resolve payment of two standing direct debits each year, namely British Telecom plc (quarterly telephone/internet) and the Public Works Loan Board (bi-annual – play area loan re-payment). All payments to be detailed on the finance sheet.**
- 14. To resolve payment of staff salaries by BACS each month and any other payments which require BACS payment in advance of a Parish Council meeting (the latter to be with the authorisation of the Chair/Vice Chair). All payments to be detailed on the finance sheet.**
- 15. Date of the next full Parish Council meeting – 26 June 2018.**