ALDBOROUGH and THURGARTON PARISH COUNCIL

**Members of the Council**

You are summoned to attend the Annual Meeting of Aldborough & Thurgarton Parish Council which will take place at the Church Rooms, The Green on

**Thursday 9th May 2019 at 7pm**

The Public may attend this Parish Council meeting

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Locum Clerk of the Parish Council

3rd May 2019

1. To elect the Chairman of the Council followed by signing of Acceptance of Office

2. To elect the Vice Chairman

3 Signing of Acceptance of Office by all Parish Councillors

4. To consider and accept apologies for absence

5. To receive any declarations of interest from Members

6. Public questions, comments or representations

 *(on matters connected with this Agenda – limited to two minutes per person and ten minutes in total at discretion of the Chairman)*

7. To approve the minutes of the meeting held on 3rd April 2019

8. Matters arising from minutes

9. Reports from District Councillor and County Councillor

10. Regulatory

10.1 To review Standing Orders and Code of Conduct.

10.2 To review the Parish Council’s insurance policy and approve payment of premium

11 Planning

 To discuss and make observations on any applications received after the date of this Agenda

12. Finance

12.1 To receive list of actuals against budget, balance sheets, bank reconciliation and explanation of variances to 31.3.19

12.2 To formally confirm appointment of Mr. J. Stibbons as internal auditor

12.3 To consider and approve the Annual Governance and Accountability Return as follows:

 To complete the Certificate of Exemption

 To receive the Annual Internal Audit Report 2017-18

 To approve section 1 Annual Governance Statement

 To approve section 2 Accounting Statements

12.4 To approve list of payments

13. The Green

13.1 To receive update re: bus shelter, easement and proposed parking spaces and agree any actions

13.2 To approve purchase of parking signs on The Green at £90 total

13.3 To discuss and agree remedial action requested by Anglian Water re water to The Green

13.4 To agree purchase of new bin at £550 plus VAT

13.5 To receive update re Village Sign

13.6 To approve use of Green for tractor run and to discuss any other Green matter

14. Community Centre

 To receive and discuss report

15. To deal with correspondence

16. Any other matters for information only or next Agenda

17. To fix the dates and times of meetings of the Council for the ensuing year