

CLERK: Kate Sales, 5 Okus Road, Charlton Kings Cheltenham. GL53 8DU
Tel: 01242 583303 E-mail: brimpsfieldpc@gmail.com
Website: www.brimpsfieldpc.org

**PUBLIC NOTICE OF MEETING AND AGENDA AS CIRCULATED TO ALL
MEMBERS OF BRIMPSFIELD PARISH COUNCIL**

To Members of the Council

Councillors are hereby summoned to attend the Annual Meeting of Brimpsfield Parish Council at the Village Hall on TUESDAY the 15th May 2018 at 7.30pm for the purpose of transacting the following business.



.....
K Sales, Clerk to the Council

8th May 2017

.....
Date

Members of the public are welcome to attend and are invited to address the council at item 21 on the agenda following the statutory annual meeting business that the Parish Council will conduct first.

AGENDA

- 1) To elect the Chairman of the council for the year 201/18 and to receive the new chairman's Declaration of Acceptance of Office.
- 2) To elect the Vice Chairman for the council year and to receive the Vice Chairman's Declaration of Acceptance of Office.
- 3) To receive and consider apologies for absence.
- 4) To receive Declarations of Interest on items on the Agenda. (Localism Act 2011).
- 5) To remind members to update their Declarations of Interest if their circumstances have changed.
- 6) To approve the minutes of a Parish Council Meeting held on the 20th March 2018 and an extra ordinary Parish Council meeting held on the 11th April 2018. Both held in Brimpsfield Village Hall at 7.30pm.
- 7) To confirm that the Parish Council wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 and to sign and return the Certificate of Exemption.
- 8) To approve the internal auditor's report carried out on the 4th May 2018 and to note recommendations.
- 9) To consider and approve the Annual Governance Statement (Section 1 of the Annual Return) for 2017-18.

- 10) To approve Section 2 of the Annual Return for 2017/18 and to sign off the end of year accounts for 2017/18.
- 11) To review and adopt the Parish Council's Code of Conduct.
- 12) To consider and adopt the revised 2018 Standing Orders for Brimpsfield Parish Council.
- 13) To review and adopt the Financial Regulations for Brimpsfield Parish Council.
- 14) To review and consider whether the Council's internal control policy is adequate.
- 15) To review the revised Parish Council asset register.
- 16) To review the Parish Council's risk assessment.
- 17) To review the Parish Council's insurance policy cover is adequate and to consider quotes for renewal.
- 18) To consider and adopt a new grants and donations policy.
- 19) To consider if any other Parish Council policies need reviewing.
- 20) To confirm that the Clerk is on SCP salary scale 21.
- 21) To receive comments and concerns from the public.
- 22) Matters arising from previous minutes:
- 23) To consider and note planning applications and agree responses:
For consideration

For noting
- 24) Highways and PROW Update
- 25) Data Protection Update.
- 26) Finances
- 27) To note recent correspondence and agree responses
- 28) **Items for information only**
NOTE: no decisions can be made on items raised in this section. Discussions can lead to items being included on the Agenda for the next meeting only.