

SEMINGTON PARISH COUNCIL

Roger P Coleman
Clerk to the Council

Tel/Fax: 01225 862770
E-Mail: Roger.P.Coleman@btinternet.com

2, The Laurels
Westwood
Wiltshire
BA15 2AX

Notice is hereby given that the Annual Meeting of the Semington Parish Council will be held in Semington Village Hall on Wednesday 17 May 2017 at 7.30pm. and you are invited to attend.

AGENDA.

1. Welcome and Introductions.

The Retiring Chairman/Vice-Chairman to welcome those present.

2. Semington Parish Council/Declaration of Office/Register of Interests.

- a. To note the composition of the Council following the elections held on 4 May 2017.
- b. Councillors to sign Declaration of Office Forms.
- c. Councillors to note obligation to register interests in accordance with the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

3. Apologies.

To note apologies for non-attendance.

4. Election of Chairman.

To elect the Chairman of Council for the forthcoming year.

5. Election of Vice-Chairman.

To elect the Vice-Chairman of Council for the forthcoming year.

6. Election of other Officers.

To elect other officers to serve for the forthcoming year.

- Public Transport Representative
- Environment Representative
- Village Hall Management Committee Representatives (2)
- Community Area/Area Board.
- Wilts & Berks Canal Working Party.

7. Accounts for the Year ending 31 March 2017.

- a. To receive a report from the Clerk.
- b. To note the Annual Internal Audit Report from the Internal Auditor.
- c. To approve Section 1 (Annual Governance Statement 2016/17) of the Annual Return.
- d. To approve Section 2 (Accounting Statements 2016/17) of the Annual Return.
- e. To confirm that the Clerk is the Responsible Finance Officer.

8. Clerk Salary/Expenses.

To review the Clerk's Salary and level of expenses and to agree any changes.

9. Ordinary Parish Council Meetings.

To decide on the frequency of Parish Council meetings.

10. Chairman's Allowance.

To decide on the level of 'honorarium' for the Chairman.

11. Appointment of Internal Auditor.

a. To appoint an Internal Auditor for the year and agree the level of remuneration.

b. To consider the effectiveness of the Internal Audit (Note. The Terms of Reference for the Internal Audit are in Standing Orders dated 18 May 2011).

12. Budget Details for Financial Year 2017/2018.

To note the agreed Budget for the year.

13. Authorised Signatories.

To note the existing signatories and to agree any changes to the nominated signatories for the Lloyds A/Cs.

14. Annual Insurance.

a. To confirm that the Insurance Policy provides adequate cover.

b. To agree the payment of the Insurance Premium.

15. Risk Register.

To note the Risk Register dated 1 April 2017 and to agree any necessary changes.

16. Asset Register.

To note the Asset Register dated 31 March 2017.

17. Distribution/Circulation of Correspondence.

To review the means of distributing or circulating correspondence between meetings.

18. Standing Orders.

To consider the need for additional Standing Orders, or amendments to existing ones.

End

Roger Coleman
Clerk to Semington Parish Council

10 May 2017