

Westhall Parish Council AGM
Westhall Village Hall
Monday 14th May 2018 (immediately after Annual Parish Meeting)
AGENDA

1. Appointment of Chairman - Chairman to sign Declaration of Acceptance of Office.
2. Apologies and receipt of absences.
3. Receipt of declarations of pecuniary and non-pecuniary interests.
4. Resolution that minutes of meeting 12th March 2018 are correct record.
5. Chairman and Clerk's report on progress of actions from last meeting(s).
6. Finance:
 - a. Review Annual Internal Audit Report (*attached - p3 Annual Return*)
 - b. Approve Standing Orders for organisation and transaction of PC business (*draft attached*)
 - c. Review Financial Regulations for regulation of PC's financial affairs and accounting procedures (*existing Financial regulations attached*)
 - d. Receive RFO's report on Accounts for year ended 31st March 2018 (*accounts attached*)
 - e. Approve Accounts; *Chairman to sign*
 - f. Approve Annual Governance Statement (*attached - p4 Annual Return*); *Chairman and Clerk to sign*
 - g. Approve Accounting Statements previously signed by RFO (*attached - p5 Annual Return*); *Chairman to sign*
 - h. Cheques for signature - SALC £178.07 (no VAT) for annual subscription; Waveney Norse £265 (no VAT) for dog waste bin; Vertas £86.31 + VAT for Pleasure Ground grass cut (to be reimbursed by Recreation Ground charity); Clerk £181 as salary for May and June
 - i. Discuss purchase of new Stihl FS 131 strimmer - £604 inc VAT (discounted for Westhall PC from £756)
 - j. Approve new clerk's training at SALC 2nd & 9th October- £103 + VAT
 - k. Consider annual funding requests - Suffolk Neighbourhood Watch, Recreation Ground, East Anglia Children's Hospice.
7. Planning: Final draft of Waveney Local Plan - decide upon any comments in relation to Locks Road site, allocated for 18 houses. Consultation ends 24th May.
8. Halesworth Divisions meeting - report from Chairman.
9. Correspondence:
 - a. **SALC** - new Data Protection Officer legislation comes into effect 25th May
 - b. **Love East Suffolk** - any group litter pick scheme registering before 31st May will receive £20 to nominated community fund / charity.

Waveney Norse will supply litter pick equipment and collect the refuse

- c. **Waveney & Suffolk Coastal DC** - 100% funding to install first time central heating systems in Suffolk residents' homes. Details at Suffolk Warm Homes Healthy People service - tel 03456 037686 website www.greensuffolk.org/seaenquiry or e-mail sea@eastssuffolk.gov.uk quoting 'Warm Homes Fund'.
 - d. **Adnams' Community Trust Report & accounts 2016-17** - awards 'small grants for specific causes to worthy causes within 25 miles of Southwold'
- 10. Reports from other organisations.
 - 11. Any items of information
 - 12. News items for HCN.
 - 13. Meetings for 2018 - 7.30pm on 2nd Monday of every other month:

9th July; 10th September; 12th November.