**The Annual Meeting of Willersey Parish Council will be held on**

**Monday 13th May 2019** **at 7.30pm in the**

**The Parish Council office Willersey Village Hall**

Please remember that if you are unable to attend you should make your apologies before

the meeting so they may be recorded. Thank you

***Councillors are reminded of the requirement under the Code of Conduct to make:***

***A Declaration of Interest and record it whenever it is personally appropriate.***

**AGENDA**

1. **Election of Chairman**: B. Lawrence & Vice chairman J.Rose

* To agree continuation of the rotating chairman policy

1. **Apologies for absence**.
2. **To discuss co-option of members**
3. **Agreement to the minutes of meeting held Wednesday 24th April**
4. **Matters arising from the minutes.**
5. **To Receive County and District Councillors reports**
6. **To Receive Parish Councillors Reports**
7. **Organization**

* To discuss whether Councillors should have specific areas of responsibility.

1. **Planning**

* None

1. **Highways, Greens and Cemetery**

* To receive an update on progress re. the transfer of land from the PCC for an extension to the cemetery - NJ
* To discuss the report on the Jubilee Tree
* To discuss Jon Clements grave.
* To review the SmartCut schedule

1. **Correspondence Received & Clerks Report**

* To note that the Parish Council Website, is now operational
* To discuss Newlands request for PR photos of chairman, Mark Jackson and Newlands
* CDC letter requesting details of Emergency Plan contact
* C.Shackleton letter re overgrown Blind Lane

1. **Magazine Entry**
2. **To adopt the following policies**

* Freedom of Information
* Publication Scheme
* Equal Opportunities
* Risk Assessment

1. **Finance and General**

* To note that the internal auditor has approved the 2019 accounts and restatement of 2018 and to consider the effectiveness of the internal audit.
* To decide whether to request an External Auditors review (£200) or apply for exemption.
* To resolve to accept the Local Council Insurance Renewal - £773.95 (£769.78)
* To resolve to implement the 2019/20 NALC/SLCC agreed pay increase for part time clerks + 2.6% from April 1st 2019.
* To agree the banking arrangements for the year
* To confirm the clerk as Responsible Financial Officer
* Balance at bank 30th April £39724.95 (£12564.11)
* NSI A/c April 30th £13477.44

1. **Payments for approval:**

Cheques

1303 Clerks April Salary £308.90

1304 Office Expenses £22.55

1305 BHIB Insurance Renewal £773.95

1306 Iain Selkirk internal auditor £125.00

1307 SmartCut April Invoice £792.00

**17.AOB**

To agree a date for the next Parish Council meeting