

**BURROUGH GREEN PARISH COUNCIL**  
**ANNUAL MEETING OF THE PARISH COUNCIL ON MONDAY 21<sup>ST</sup> MAY 2018, THE READING ROOMS, AT 7.45PM**  
**(OR UPON CONCLUSION OF THE ANNUAL PARISH MEETING)**

**AGENDA**

**ANNUAL COUNCIL BUSINESS:**

1. ELECTION OF CHAIRMAN AND RECEIVE CHAIRMANS DECLARATION OF ACCEPTANCE OF OFFICE
2. APOLOGIES FOR ABSENCE
3. ELECTION OF VICE CHAIRMAN AND RECEIVE VICE CHAIRMANS DECLARATION OF ACCEPTANCE OF OFFICE
4. DECLARATIONS OF ACCEPTANCE OF OFFICE BY MEMBERS
5. MEMBERS DECLARATIONS OF INTERESTS
6. APPOINTMENT OF COUNCILLOR RESPONSIBILITIES & REPRESENTATIVES ON OUTSIDE BODIES
7. APPOINTING OF RESPONSIBLE FINANCE OFFICER
8. ADOPTION OF THE ANNUAL GOVERNANCE STATEMENT AND INTERNAL AUDIT REPORT 2017/18
9. RECEIVE THE END OF YEAR ACCOUNTS FOR 2017/18 & ADOPT THE ACCOUNTING STATEMENTS 2017/18
10. TO REVIEW & ADOPT THE BUDGET FOR 2018/19
11. ADOPTION OF FINANCIAL RISK ASSESSMENT 2018/19 & REVIEW EFFECTIVENESS OF INTERNAL AUDIT PROCEDURE 2018/19
12. TO CONSIDER ANY ANNUAL DONATIONS

**ORDINARY COUNCIL BUSINESS:**

13. **APPROVE MINUTES OF MEETING held on 26<sup>th</sup> March 2018**
14. **CORRESPONDENCE**
15. **PLANNING APPLICATIONS:**
  - i. Update on Hartfield Road Development
16. **HIGHWAYS**
  - i. CIL Submission – Pedestrian Crossing Update
17. **PLAY AREA**
  - i. Land Registry Update
  - ii. Annual RoSPA Report
  - iii. Year End Accounts & Bank Reconciliation Report 2017/18
18. **FINANCE:**
  - i. Parish Council Bank Balances/Reconciliation from list of payments and receipts for April/May 2016
  - ii. Cheques for signing and approval and to authorise payment of outstanding invoices
  - iii. Parish Council Annual Insurance Renewal
  - iv. GDPR Update
  - v. Approve Clerks pay rise in accordance with the NALC Pay scales increase 2018/19
19. **PARISH MATTERS:**
  - i. Reading Rooms Update

20. **ITEMS FOR NEXT MEETING TO BE HELD ON MONDAY 23<sup>rd</sup> JULY 2018 AT 7:45PM, IN THE READING ROOMS:**  
COUNCILLORS SUMMONS TO MEETING - PRESS AND PUBLIC INVITATION TO ATTEND



*Vicky Bright, CiLCA, Parish Clerk / Proper Office*

12.05.2018