

WITHAM ON THE HILL PARISH COUNCIL

Clerk to the Council

Bernard Champness
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The Annual Meeting of Witham on the Hill Parish Council will be held on Wednesday 31st May 2017 starting at 8.30 p.m. at St Andrew's Parish Hall

Public and Press are invited to attend and it is requested they are seated by 19.25 to ensure a prompt start to the meeting

Open Forum

1. **Election of Chairperson**
2. **Declaration of Acceptance of Office for Chairperson**
3. **Election of Vice Chairperson**
4. **Cheque signatories and banking arrangements**
5. **To adopt and/or amend the Standing Orders, Financial Regulations and Risk Assessment.**
6. **Apologies for absence, acceptance of Apologies & noting of resignations received.**
7. **Declaration of Interest** – To receive Declarations of Disclosable Pecuniary and Other Interests, as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda item.
8. **Minutes of the last meeting held on the 21st March 2016**
9. **Matters to report** – *restricted to items not listed elsewhere in the agenda*
10. **To receive a report from the County and District Councillors.**
11. **Clerks Report and correspondence received**
12. **Planning applications**
13. **Audit 2016/17**
 - 13.1 **To note Internal Auditors Report**
 - 13.2 **To approve the Annual Governance Statement 2016/17**
 - 13.3 **To accept the Accounting Statements 2016/17 as a true record**
 - 13.4 **To sign Annual Return and submit for Audit**
14. **To discuss whether we wish to take up the offer from Community Lincs Insurance Services to enter a 3 year undertaking with the annual premium being £182.77 or a 5 year undertaking with the annual premium being £173.15**
15. **To discuss the position regarding the play equipment on The Green**
16. **To discuss how best to use the offer of funds from Witham Hall.**
17. **To discuss matters raised at the Annual Parish Meeting.**
18. **To confirm Expenditure**

£192.39 – Community Lincs Insurance services (Insurance premium)
£29.92 – B M Champness (Salary for April, May 2017)
£108.10 – Mr G S Parkes (Internal Audit fee)
£103.00 C Henriques (planting at the Bywells Stocks)
[] denotes those payments paid between meetings, which have been approved by the Chairperson and Vice Chairperson of the Parish Council or at a previous meeting but not listed

Payments made by Direct Debit - £
19. **Any other business – Reminder – by law no decision can be made under this item only information exchanged.**
20. **The date of the next meeting – to be held on Monday 17th July 2017 at 7.00 p.m. at St Andrew's Parish Hall, Witham on the Hill.**

Cut off time for the meeting is 21.00. Further information can be obtained from the Clerk using the details above

Signed... *B M Champness* (Clerk) Dated 24th May 2017