

## LITTLEBOURNE PARISH COUNCIL

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Cllr Mike Gallagher, Chairman

### TO: ALL MEMBERS OF LITTLEBOURNE PARISH COUNCIL

Councillors are hereby summoned to attend The Statutory Annual meeting of the Littlebourne Parish Council on **WEDNESDAY 11 MAY 2016** at the War Memorial Hall, Littlebourne, at **7.00pm** for the transaction of the business described in the following Agenda.

### G HUBBARD, CLERK TO THE COUNCIL

## A G E N D A

1. Election of Chairman for the Council year **2016-17**
2. Election of Vice-Chairman for the Council year **2016-17**
3. The Chairman's remarks and apologies for absence.
4. Declarations of Cllrs' Interest & any requests for dispensations
5. Minutes of the last meeting held **13 APRIL 2016**
6. Representations on other bodies:
  - (a) Littlebourne Nature Reserve;
  - (b) Littlebourne War Memorial Hall;
  - (c) Kent Association of Local Councils representative;
  - (d) Little Stour and Nailbourne River Management Group;
7. Annual subscriptions:
  - (a) Kent Association of Local Councils;
  - (b) Society of Local Council Clerks;
  - (c) Campaign for the Protection of Rural England;
  - (d) Action with Communities in Rural Kent.
  - (e) Kent Playing Fields Association
8. Councillors' responsibilities for the Council year **2016-17**
9. Policing, Security and Neighbourhood Watch, and KCC Community Warden

### **The meeting will be adjourned for parishioners' questions and comments.**

10. TO RECEIVE City and County Cllrs Reports (if applicable)
11. Planning/Trees Report (Appendix 2)
12. Financial matters, including Precept, Concurrent, bank statements and authorisation of accounts (Appendix 3)

TO RECEIVE the Internal Auditor's report and any recommendations thereon (Appendix 3b)

Financial policies for review or adoption:

- i) The review of Littlebourne Parish Council's Financial Regulations, previously circulated via email to all Cllrs (Appendix 3c)
- ii) The review of Littlebourne Parish Council's Standing Orders, previously circulated via email to all Cllrs (Appendix 3d)
- iii) Review of the Office and Finance Risk Assessment (Appendix 3e)
- iv) Review of the Council's Register of Fixed Assets (Appendix 3f)
- v) Review of the Council's Statement of Internal Control for year 2016-17 (Appendix 3g)

- vi) Review of the Council's Statement of Accounting Policies year ending 31 March 2016(App 3h)

TO RECEIVE, CONSIDER AND APPROVE the Annual Return for the financial year ended 31 March 2016 for submission to the Audit Commission, comprising:

- Income and Expenditure Accounts
- The Annual Return for consideration by Cllrs and signing by the Chairman, Comprising of the;
  - I. Annual Governance Statement
  - II. Accounting Statements

13. To DISCUSS and AGREE provision of pension for the Clerk to comply with Government legislation
14. Correspondence and Clerk Report (Appendix 4)
15. To RECEIVE the minutes from the Annual Parish Meeting 16 March (Appendix 5)
16. To RECEIVE and update on the Queen's Birthday Celebration arrangements
17. To RECEIVE reports from groups

Dates of future meetings: 8 June, 13 July, 14 September, 12 October, 9 November, 14 December 2016.

**ALL RESIDENTS WELCOME TO ATTEND THE MEETING**