

LITTLEBOURNE PARISH COUNCIL

Clerk: Gail Hubbard, 7 Bifrons Road, Bekesbourne, Canterbury CT4 5DE
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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 10 MAY 2017** 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 **2017-18**
2. Election of Vice-Chairman for the Council year **2017-18**
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 **19 APRIL 2017**
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 **2017-18**
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
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 2017-18 (Appendix 3g)

- vi) Review of the Council's Statement of Accounting Policies year ending 31 March 2017(App 3h)

TO RECEIVE, CONSIDER AND APPROVE the Annual Return for the financial year ended 31 March 2017 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. Correspondence and Clerk Report (Appendix 4)
- 14. To DECIDE LPC contribution from Twinning funds towards coach trip for Bastille Day

Dates of future meetings: *12 June, 12 July, 13 September, 11 October, 8 November, 13 December 2017.*

ALL RESIDENTS WELCOME TO ATTEND THE MEETING