

STOKE ST. MICHAEL PARISH COUNCIL

To: The Chairman and all Members of Stoke St. Michael Parish Council

You are hereby summoned to a Meeting of **Stoke St Michael Parish Council** to be held on **Thursday 16 May 2019** in the **War Memorial Hall, Stoke St Michael** at **19.30 hrs.** [or the rising of the Annual Parish Council Meeting whichever is later] when the following business will be transacted.

Vickie Watts

Acting Parish Clerk

Date: 10th May 2019

AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. Public Session
4. County & District Councillors Reports
5. Minutes of previous Meeting held 04 April 2019
6. Matters arising from previous minutes which do not appear on this Agenda
7. To consider the Parish Council responses in respect of planning applications: No. 2019/0652/OTS and 2019/0746/HSE.
8. Grants to Village Organisations:
 - a) War Memorial Hall – Charity Reg. No.304640
 - b) Community Field – Charity Reg. No.304639To consider the request for grant aid in the sum of £3275.
9. Confirmation of receipt of External Auditor Report and Certificate for 2017/18 together with implications for 2018/19 AGAR
10. Agree the Bank Reconciliation for 2018/19
11. Review and agree the year end accounts 2018/19.
12. Discuss and agree financial risk assessment
13. Annual Governance and Accountability Review – 2018/19
 - a) Consider the Internal auditor report
 - b) Consider and approve AGAR Section 1 – Annual Governance Statement
 - b) Consider and approve AGAR Section 2 – Accounting Statement
 - c) Consider and approve the confirmation of the dates of the period for the exercise of public rights

- d) Consider and approve the bank reconciliation proforma for 2018/19
- e) Consider and approve the Explanation of Variances proforma for 2018/19

14. Parish Council Insurance Renewal.

15. Millennium Wood – Grass Cutting

16. Training for new members/refresher training.

17. NALC Awards.

18. NALC Conference and Exhibition – 28 & 29 October 2019.

19. Finance

- a) Account Balances – Current Account £ *to be advised at the meeting*
Reserve Account £ *to be advised at the meeting*

b) Cheques for authorisation:

BHIB Ltd.	£700.32
SALC Sub.	£240.35
ACA Reimbursement	£ 44.92 (incl. £7.49 VAT)
War Memorial Hall	£376.00
EDF (Parish Lighting)	£112.30 (incl. £5.35 VAT)
Primrose Garden Maint.	£621.25 (incl. £103.54 VAT)
Community Field Grant	£3275.00
(if agreed under 8b above)	
PKFLittlejohn LLP	£480.00 (incl. £80.00 VAT)

20. Correspondence

21. Matters to report/Items for next agenda

22. Date and time of next meeting: **04 July 2019 at 19.30 hrs.** in the **War Memorial Hall**

PARISH OF STOKE ST. MICHAEL
ANNUAL PARISH MEETING

THURSDAY 16 MAY 2019 @ 7.00 p.m.

Electors of the Parish of Stoke St. Michael are invited to attend and participate in the Annual Parish Meeting. This is an opportunity to hear from representatives of various community groups and charities about the roles they undertake and their work in delivering supporting services in the parish. Following the presenting of statements of activity from community groups the Chair of the Parish Council will give an overview of the work of the Parish Council over the last year. The meeting will then be open to questions and comments from the floor.

Agenda

1. Minutes of previous meeting held 10 May 2018
2. Statement by War Memorial Hall Charity
3. Statement by Community Field Charity
4. Statement by Baby & Toddler Group
5. Statement by Youth Club
6. Statement by Football Club
7. Statement by Stoke St Michael Community Events Group
8. Millennium Wood Group
9. Report by Chair of Parish Council
10. Open Forum – to include a statement relating to Parish Councillor vacancies and co-option

STOKE ST. MICHAEL PARISH COUNCIL

To: The Chairman and all Members of Stoke St. Michael Parish Council

You are hereby summoned to the **Annual Meeting of Stoke St Michael Parish Council** to be held on **Thursday 16 May 2019** in the **War Memorial Hall, Stoke St Michael** at **19.30 hrs.** [or the rising of the Annual Parish Meeting whichever is later] when the following business will be transacted.

Vickie Watts

Acting Parish Clerk

Date: 10th May 2019

Prior to the formal commencement of the meeting all Members are required to sign the Declaration of Acceptance of Office

AGENDA

1. Election of Chair for the municipal year 2019/20.
2. Elected Chair to sign Declaration of Acceptance of Office of Chair.
3. Signing of Declarations of Office for those Members who have not yet signed.
4. Election of Vice Chair.
5. Election of Members to the Appointment Sub-Committee.
6. Election of Members to outside bodies:
 - a) Community Field Management Committee
 - b) Quarry Liaison Committee
 - c) Millennium Wood Working Party
7. Review of Bank Mandate
8. Review of Asset Register