

KERESLEY PARISH COUNCIL

NOTICE OF MEETING

You are duly summoned/invited to attend the **Annual Meeting of Keresley Parish Council** to be held on Tuesday 14th August 2018 at 7.00 pm at the United Reform Church Hall

Signed:  Interim Parish Council Clerk

Date: Monday 6th August 2018

ANNUAL MEETING

AGENDA

1. **Welcome & Apologies**
To receive apologies and to approve reasons for absence.
2. **Acceptance of Office for Co-Optee Members**
Mr S Redhead
Mr T Middleton
Mr C Wood
3. **Minutes**: To consider the approval of the minutes of the Annual Meeting 2017
4. **Chair's Report 2017-18**
5. **Nominations & Election of Chair**
6. **Nominations & Election of Vice-Chair**
7. **Nominations & Election of Sub Committees, Committee Chairs & Representatives**
8. **Bank**
To approve Bank Signatories & set up new Bank Mandate
9. **Appointment of Internal Auditor & Internal Controls**
10. **2018-2019 Parish Council Meeting Dates**
To agree annual calendar of meetings.
10. **Date of Next Meeting**
To agree the date of the next Annual Meeting 2019

THE PUBLIC AND PRESS ARE WELCOME TO ATTEND THE MEETING

Interim Locum Clerk: Barbara Bland, 55 James Dawson Drive, Millisons Wood, Coventry, CV5 9QJ
T: 01676 522474 **M:** 07767 162423 **E:** barbarablandmpc@btconnect.com

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You are duly summoned/invited to attend the **Keresley Parish Council** to be held on Tuesday 14th August 2018 at 7.30 pm at The United Reform Church Hall.

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Date: Monday 6th August 2018

PARISH COUNCIL MEETING

AGENDA

1. **Welcome & Apologies**: To receive apologies and to approve reasons for absence
2. **Declarations of Interest**
 - 2a To declare any personal interests in items on the agenda and their nature.
 - 2b To declare any prejudicial interests in items on the agenda and their nature (Councillors with prejudicial interests must leave the room for the relevant items).
3. **Minutes**
4. **Finance**
 - 4.1 August Payments Approval
 - WALC Fees
 - Reimbursement of Locum Clerk
 - Internal Audit
 - Hall Rent to Church
 - 4.2 Bank Account – Cash in hand at bank
 - 4.3 Annual Governance Return 2017-18 (Littlejohn)
 - 4.4 Exemption Certificate for Small Councils (less than 25K income)
5. **Standing Orders/Financial Regulations**
6. **Progress Reports** for information
7. **Clerk's Report on Urgent Decisions since last meeting** (Clerks Actions)
 - 7.1 Clerk Vacancy Advertisement c/o WALC
8. **District and Ward Councillor Reports** for next meeting
(Items raised for decision will appear on the agenda for the next meeting)
9. **Correspondence & Communication** for information only
10. **Keresley Village Matters**
11. **Planning Matters**
12. **Election of New Members 2019**
13. **Councillor's reports and items for future agenda**
Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.
14. **Date of Next Meeting**
To be advised.

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