



Middleton St George Parish Council

www.middleton-st-george.org.uk

msgclerk@aol.com

From: Alan Macnab, Clerk to the Parish Council.

NOTICE OF MEETING

Notice is hereby given that the Annual Meeting of Middleton St. George Parish Council will be held in the Parish Council Meeting Room, Water Park, Middleton St. George on Monday 22nd May, 2017 commencing at 6.30pm

The Annual Parish Council Meeting is an opportunity for residents to raise any matters of concern to them that relates to their local community. It would be helpful to have written notice of any matters to be raised but it is not essential. Matters can be raised at the meeting without prior notice. For any queries, please contact the Clerk to the Parish Council (Alan Macnab - Tel. 01325 482015. Email msgclerk@aol.com)

AGENDA

1. Welcome and introductions. The retiring Chairman/Vice Chairman to welcome those present.
2. Apologies for absence. To note apologies from those Councillors absent from the meeting.
3. Declaration of interests.
4. Chairman's Annual Report.
5. Election of the Chairman and Vice Chairman for the forthcoming year and acceptances of office.
6. Consideration of the reports from Committees.
7. Review of delegation arrangements to Committees and staff.
8. Review of the terms of reference for Committees.
9. Appointment of members to existing Committees.
10. Appointment of any new committees in accordance with standing order 4.
11. Review and adoption of Standing Orders and Financial Regulations.
12. Appointment of signatories for payment statements and cheques and the credit card.

13. Approval of the following policies:
 - a. Health and Safety Policy.
 - b. Employee Welfare Policy.
 - c. Freedom of Information Policy and Publication Scheme.
 - d. Complaints Policy.
14. Review of representation on or work with external bodies and arrangements for reporting back.
15. Review of the pay of the Clerk/Responsible Financial Officer, Litter Picker and Cleaner.
16. Review of the Assets Register including buildings and office equipment.
17. Confirmation of arrangements for insurance cover in respect of all insured risks.
18. Accounts for the Year ending 31 March 2017.
 - a. To receive a report from the Clerk.
 - b. To note the Annual Internal Audit Report from the Internal Auditor.
 - c. To approve Section 1 (Annual Governance Statement 2016/17) of the Annual Return.
 - d. To approve Section 2 (Accounting Statements 2016/17) of the Annual Return.
19. Appointment of Internal Auditor.
20. Open Forum.
21. Determining the dates of Parish Council and Committee meetings in 2017-18.

Alan Macnab
Clerk to Middleton St. George Parish Council
16th May, 2017