



Middleton St George Parish Council

www.middleton-st-george.org.uk

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From: Alan Macnab, Clerk to the Parish Council.

NOTICE OF THE ANNUAL PARISH COUNCIL 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 13th May, 2019 commencing at 6.30pm

AGENDA

1. Election of the Chairman and Vice Chairman for the forthcoming 2019-20 year and acceptances of office.
2. Welcome and introductions. The retiring Chairman/Vice Chairman to welcome those present.
3. Apologies for absence. To note apologies from those Councillors absent from the meeting.
4. Declaration of interests.
5. Chairman's Annual Report (enclosed).
6. Appointment of Parish Councillors with co-ordinating responsibilities for:

Finance.

Auditors – 2 Parish Councillors.

Planning including the Neighbourhood Development Plan.

Parks and Grounds.

Policies and Procedures.

Personnel Committee

Personnel Appeals Committee.

Speed Monitoring.

Northumbria in Bloom.

Allotments.

The Front Heritage Views Project.

Health and Safety.

Fire Safety.

Defibrillator.

7. Appointments to outside bodies and arrangements for reporting back.

County Durham Association of Local Councils.

Darlington Association of Parish Councils and Parish Meetings.

Durham Tees Valley Airport Consultative Committee.

Friends of The Whinnies.

CPRE.

PACT.

8. Review of delegation arrangements.
9. Accounts for the Year ending 31 March 2019 and Annual Governance and Accountability Return (AGAR).
 - a. To receive a report from the Clerk
 - b. To note the Annual Internal Audit Report from the Internal Auditor (enclosed).
 - c. To approve Section 1 (Annual Governance Statement 2018/19) which is enclosed and the Annual Governance Statement Compliance Report which is also enclosed
 - d. To approve Section 2 (Accounting Statements 2018/19) of the Annual Governance and Accountability Return.
 - e. Supporting Documents for the AGAR. The calculations for Section 2. The following documents will be sent to Mazars in addition to the Parish Council's accounts and the Annual Internal Auditor's Report which is referred to in 9b above.
 - Bank Reconciliation.
 - Explanation of Variances in Section 2.
 - Contact Details.
 - Exercise of Public Rights of Inspection.
 - f. To agree the dates for the Public Rights of Inspection of the Accounts (Report enclosed).
10. Appointment of Internal Auditor.
11. Review and adoption of Standing Orders and Financial Regulations (enclosed).
12. Appointment of signatories for payment statements and cheques and the credit card.
13. Review of the pay of the Clerk/Responsible Financial Officer, Litter Picker and Cleaner (report to follow).
14. Review of the Assets Register including buildings and office equipment (Assets Register enclosed).
15. Confirmation of arrangements for insurance cover in respect of all insured risks.
16. GDPR.
17. General Powers of Competence (Report to follow).
18. Determining the dates of Parish Council meetings in 2019-20.

Alan Macnab
Clerk to Middleton St. George Parish Council
6th May 2019.

