



Notice of an Ordinary Meeting of the Parish Council

A meeting of the Parish Council will be held at **7:30 pm** on **Monday 10th June 2019** in the Chelveston Village Hall. All Parish Councillors are hereby summoned to attend. Members of the public and press are invited to attend and may inspect the papers for the meeting by appointment with the Clerk.

Members of the public and press may record the Council meetings, but are reminded they may not do so in a way that would disrupt the meeting (e.g. no live audio commentary).

Agenda for meeting M1906

1. Apologies for absence.
2. Declarations of interest and requests for dispensation grants.
3. Co-optio of a Councillor.
4. To appoint a Parish Path Warden.
5. To allow the public to speak on any agenda item (max 15 minutes total).
6. To approve the Minutes of the Annual Meeting of the Parish Council 1905 held on 13th May 2019.
7. To receive reports from the District and County Councillors.
8. Notification of executive actions by the Clerk (SO26) since the last meeting.
9. Chair's Announcements.
10. Planning & Licensing matters:
 - 10.1. Update on any previously considered application.
11. Approve financial transactions relating to:
 - 11.1 Invoices: Creatifica Associates Ltd (Grass cutting & servicing), Aylesbury Mains Ltd (St Light repair), ENC (Green waste bin), Kathy Ayre Book Keeping (internal audit), and Colemans (Printing & stationery).
 - 11.2 Clerk's expenses.
 - 11.3 Monthly bank reconciliation.
12. Updates on Standing Items / Projects list:

<ol style="list-style-type: none">12.1 Highways (<i>Cllr Daniells</i>).12.2 Grounds Maintenance.12.3 Street Lighting.12.4 Ditches.12.5 E-Government.12.6 Rights of Way (<i>Cllr Daniells</i>).	<ol style="list-style-type: none">12.7 Trees (<i>Cllr Pentelow</i>).12.8 Community Safety (<i>Cllr.Harwood</i>).12.9 Allotments (<i>Cllr Seaman</i>).12.10 Charities (<i>Charity Trustee Cllrs</i>).12.11 Traffic Calming.12.12 Events Committee (<i>Cllr Harwood</i>).
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13. To consider and agree the Annual Internal Audit Report for FY18-19
14. To consider and agree to the Annual Governance Statement for FY18-19.
15. To consider and agree to the Accounting Statements for FY18-19.
16. To consider and agree to the Council Action Plan to May 2020.
17. To consider and agree to adopt a Councillor resignation checklist for Council records (GDPR).
18. To consider and agree to an updated Records Retention Policy (*subject to item 17*).
19. To consider and agree responses to consultations.
20. To consider and agree requests for Visits, Training and Courses.
21. To approve the Clerk's correspondence logs.
22. Clerk and Councillors' reports (*for information only*).

Issued on 1st June 2019

Mark Hunter
Clerk to the Parish Council