

BUCKWORTH PARISH COUNCIL

www.buckworth.me.uk

Acting Clerk – Fiona Morrison – 01480890659

buckworthclerk@gmail.com

15 MAY 2017

Dear Councillor,

You are summoned to the Annual Meeting of Buckworth Parish Council on Monday 22 May 2017 at 7.30 in Buckworth Cricket Club.

AGENDA

1. APOLOGIES FOR ABSENCE

- a. OPEN FORUM** This will last for 10 minutes. Members of the public may ask question or raise points on items on this agenda or, for inclusion at the next meeting. Council Members may speak concerning items for which they are declaring a prejudicial interest. Once the meeting starts, members of the public are reminded that they may not speak.
- b. COUNCILLORS INTERESTS** To receive from Councillors declarations as to personal and/or prejudicial interests and the nature of those interests in relation to any Agenda items. See also flow chart from HDC, a copy of which has been given to each councillor for reference purposes.

2. ELECTION OF CHAIRMAN

The current Chairman will ask for nominations, (please ensure that the Councillor of your choice is prepared to stand).

- a.** Election of Chairman and signing of acceptance of office
- b.** Election of Vice-Chairman
- c.** Responsible Financial Officer and Acting Clerk confirm continuance.

3. ADOPTION OF STANDING ORDERS (please bring your copy with you)

4. ADOPTION OF FINANCIAL REGULATIONS (please bring your copy) to include review of standing orders and direct debits if appropriate

5. REVIEW OF POLICIES – to include Complaints and Health and Safety, Safeguarding children and adults, Asset Register, Equal Opportunities Policy, Freedom of Information and Data Protection

6. MINUTES OF THE LAST MEETING 20 March 2017

7. MATTERS ARISING

- a.** May Day Walk – review
- b.** Wooley Hill Windfarm grants

8. AGENDA ITEMS

- a.** Grass cutting contract

9. FINANCE & GENERAL PURPOSES including financial report & budget review

1. Report from internal auditor- review and response tasks
2. 2016/2017 Annual audit and governance statement- agreeing governance details ,signing and submission of return.
3. Accounting statements 2016/2017 – consideration by meeting, approval and signing by Chair of meeting
4. Payments for approval and cheques for signing – cheque 100472 to Fergusons for grass cutting - £1523.88, cheque 100473 to J Davison for post and office supplies -£17.85, cheque 100474 to Sustainable Furniture, grant via Woolley Hill Windfarm for parish council benches to be located at Cricket Club - £968.00
5. Dates of next meeting
6. Councillor's reports and Chairman's report on annual parish meeting

10. NOTICES AND CORRESPONDANCE

1. Appeal from MAGPAS
2. CAPALC – invoice for membership

Yours sincerely

Fiona Morrison Acting Clerk to the Council

NOTICES AND CORRESPONDENCE

For Action and Information

1. CAPALC membership invoice
2. HDC – litter bin maintenance and collection