



Annual Meeting of Newton Parish Council to be held on
Wednesday 10th May 2017 in the Village Hall at 7.30pm

AGENDA

1. **Election of Chairman** and to receive Declaration of Acceptance of Office from Chairman
2. **Apologies** for absence
3. Election of Vice Chairman
4. Receive **declarations of interests** and request for dispensation from Councillors
5. Agree **Minutes** of Newton Parish Council (NPC) meeting held on 12th April 2017
6. To appoint members to the **HR and Standards Committees**
7. To **appoint representatives** to outside bodies
 - a. Newton Green Trust
 - b. Newton Village Hall Management Committee
 - c. Alston and Plampin Charity
 - d. Suffolk Association of Local Councils (SALC).
8. Consider appointment of Heelis & Lodge as the **Internal Auditor for 2017 / 2018**
9. To consider payment of **annual subscriptions** to SALC, Community Action Suffolk and the Society for Local Council Clerks
10. **Public participation session**: 15 minutes for the public, county and district councillors to make representations and answer questions on matters of interest
11. Agree actions on **Correspondence and emails circulated** to councillors by the Clerk
12. Agree actions required following review of **Clerk's Report**
13. Finance
 - a. To consider the **Internal Auditor's Report as at 31st March 2017** and agree actions on any matters arising
 - b. To approve **Section 1 of the Annual Return for the year ending 31st March 2017**
 - c. Review the **restated Statement of Accounts as at 31st March 2017**
 - d. To approve **Section 2 of the Annual Return for the year ending 31st March 2017**
 - e. To approve the explanation of **the quantified significant variances** in relation to the Annual Return
 - f. From the **RFO Report** authorise payments made since last meeting and to be made; note income received since last meeting; review the Reconciliation of Accounts against Bank Statements and the Statement of Accounts vs Budget
 - g. To note **Clerk's hourly rate increase** from 1st April 2017.
14. Planning
 - a. Consider **Planning Application B/17/00157 Valley Farm, Valley Road** - Application for Listed Building Consent - Timber frame repairs, replacement insulation and re-rendering.
 - b. Consider any further **Planning Application received since the agenda was posted** requiring a response before the next scheduled meeting.
 - c. **Status of planning applications**, appeals, enforcement referrals and plans previously reviewed.
15. Update on **NPC's Auto Enrolment for the Pensions Regulations**
16. Review **Playground and Asset Maintenance Programme** including updates on plans to repair fencing and play equipment.
17. **Newton Green Trust and Village Hall** representatives' reports.
18. Appoint representatives for **BDC meeting** with Town & Parish Councils
19. **Questions** to the Chair.
20. Update on the terms and conditions offered in **new Clerk's contract of employment**.
21. Next scheduled **NPC meeting** will be held on Wednesday 14th June 2017 at 7.30pm.