

WALBERSWICK PARISH COUNCIL

Clerk: Mary Mitson-Woods walberswickclerk@gmail.com

NOTICE OF MEETING

Dear Councillors

You are summoned to a meeting of Walberswick Parish Council on Monday 11th June 2018 at 7.15pm in the Annex of the Village Hall. If there are any planning applications, plans to accompany them will be available to view from 7pm.

Yours faithfully



Clerk/RFO to Walberswick Parish Council
Monday 4th June 2018

1. **Chairman's welcome.**
2. **To consider and approve any apologies for absence.**
3. **Declaration of Interest and Requests for Dispensation:** Councillors to declare any interests. Notwithstanding this item Members may declare an interest at any point in the Meeting.
4. **Open Forum:** The Chairman will open the Meeting for no longer than 15 minutes for members of the public to be invited to give their views on issues on this agenda or raise issues for future consideration in accordance with S.O. 3f— 3k. Members of the public may not take part in the Parish Council meeting itself.
5. **To receive a report from County Councillor Richard Smith** if present (10 mins maximum)
6. **To consider the Minute of the Meeting of 14th May 2018** for accuracy and for the Chairman to sign as a true record.
7. **Finance Matters** (*four reports attached*)
 - a) Bank Reconciliation Lloyds Account to 30th April 2018
 - b) Bank Reconciliation HSBC Account to 30th April 2018
 - c) Performance Against Budget Report
 - d) To approve items on the Authorisation to Pay Sheet
8. **Unaudited Accounts for the year ending 31st March 2018 and to complete the Annual Governance and Accountability Return** (*Three reports attached*)
 - a) To receive the SALC Internal Auditor's Report for 2017/18
 - b) To receive and approve the unaudited accounts for 2017/18
 - c) Councillors to complete and approve Section 1 of the Annual Governance Statement and approve that the Chairman should sign it.
 - d) To complete the Statement of Accounts at Section 2 of the AGAR and approve Chairman to sign it as an accurate record of the Council's transactions for 2017/18
 - e) Set out the schedule for public inspection of accounts

9. Consideration of Proposed Terms of Reference for Health and Safety Committee –
Councillor Lewis *(One report attached)*

10. Oral Reports from Councillors

- a) Footpaths and Highways – Councillor Sutherland-Rogers
- b) Litter – Councillor Mackay
- c) Property – Councillor Richardson
- d) Traffic Management and Car Parks – Councillor Bassinette
- e) Speed Indicator Display – Councillors Sutton and Winyard
- f) Playing Fields and the Green play area – Councillors Sutton and Richardson
- g) GDPR, SALC & Website– Councillor Lewis
- h) Heritage hut update – Councillor Sutherland-Rogers

10. Date of Next Meeting: Monday 9th July 2018 at 7.15pm

Councillors to forward any matters for the next Agenda to the Clerk by end of day Wednesday 27th June.

Note: This meeting is subject to the WPC Protocol for Reporting of meetings and therefore may be recorded. The full protocol and all the meeting associated papers can be viewed at:

<http://walberswick.onesuffolk.net/walberswick-parish-council/>