

BIGBY PARISH COUNCIL

c/o Greensleeves
Main Street
Bigby
DN38 6EW

To: The Chairman and Members
Bigby Parish Council

16th May 2019

YOU ARE HEREBY SUMMONED to attend the **ANNUAL MEETING** of **BIGBY PARISH COUNCIL** to be held in the **VILLAGE HALL** on **TUESDAY 21st MAY 2019** at **7.00 pm**.

AJ Hannath

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Mrs. AJ Hannath
Clerk, Bigby Parish Council

BUSINESS TO BE TRANSACTED

1. To Elect the Chairman for the Ensuing Year.
2. To Elect the Vice Chairman for the Ensuing Year.
3. Notice convening the meeting.
4. To Receive Apologies and Reasons for Absence
5.
 - a) To Record any Declarations of Interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the Agenda Item and the type of interest being declared.
 - b) To Note any Dispensations given to any member of the council in respect of the Agenda Items listed below.
 - c) To Confirm that all members have completed their Declaration of Acceptance of Office.
 - d) To Confirm that all members have reviewed and updated their Register of Declared Interests, in accordance with the Localism Act 2011 and pursuant to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.
6. Police Matters
7. To Receive any Correspondence (for information only).
8. To Receive an Update on any outstanding issues from the clerk.
9. To Receive any Questions from Members.

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10. TO RECEIVE AND APPROVE THE MINUTES, AS CIRCULATED, OF THE MEETING HELD ON TUESDAY, 26th MARCH 2019
11. ACCOUNTS
 - a) To Receive the following Financial Report and Approve the Accounts for Payment: as at 31st March and 16th May 2019 (Statement of accounts enclosed)
Appendix 1 – Schedule of Payments
12. ANNUAL AUDIT – YEAR ENDING 31 MARCH 2018

(All documents enclosed)

 - a) To affirm the independence of Mr R Dixon as Internal Auditor, and that he has no interest, financial or otherwise, with any member or officer of the council.
 - b) To receive the internal auditor’s report for the Fiscal Year 2018/19 and to consider implementation of the recommendations
 - c) To note the receipt of the Internal Auditor’s completion statement for the Fiscal Year ending 31 March 2019.
 - d) To complete the Statements of Assurance and Assertions required from Members. (Section 1)
 - e) To receive and approve the Receipts and Payments Summary and Accounts for the Fiscal Year ended 31 March 2019.
 - f) To approve the Accounting Statements for the Fiscal Year 2018/2019 (Section 2)
 - g) To certify that Bigby Parish Council is exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015
 - h) To approve the Council’s Asset Register.
 - i) To authorise payment of the Auditor’s invoice following completion of the internal audit for the Fiscal Year 2018/19.
13. a) TO RECEIVE CONFIRMATION FROM THE CLERK OF THE INSURER APPOINTED WITH EFFECT FROM 1st JUNE 2019, YEAR 2 OF 3
14. PLANNING APPLICATIONS AND DECISION NOTICES

Members are reminded that applications can be received after the deadline for the publication of the agenda. The clerk will forward any further applications to you before the meeting for your consideration.
15. TO REVIEW THE MODEL STANDING ORDERS. (Circulated with agenda)

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16. a) TO REVIEW THE MODEL FINANCIAL REGULATIONS (**Circulated with agenda**)
b) TO REVIEW THE FINANCIAL RISK ASSESSMENT (**Circulated with agenda**)
17. TO REVIEW THE RISK MANAGEMENT OF GENERAL COUNCIL FUNCTIONS (**Circulated with agenda**)
18. TO REVIEW THE FOLLOWING DOCUMENTS PREPARED TO FULFIL THE DEMANDS OF THE GENERAL DATA PROTECTION REGULATIONS (**Circulated with agenda**)
 - i) General Privacy Notice
 - ii) Privacy Notice for Staff Councillors and other Role Holders
 - iii) Consent Form
19. TO DETERMINE THE MEMBERSHIP OF THE VILLAGE HALL COMMITTEE AND THE PERSONNEL COMMITTEE (**Committee Chairman to be determined at the first meeting of each committee**)
20. TO RECEIVE A REPORT FROM COUNCILLOR TURNER ON COUNTY COUNCIL MATTERS
21. TO RECEIVE A REPORT FROM COUNCILLOR STRANGE ON DISTRICT COUNCIL MATTERS
22. TO CONSIDER A REQUEST FROM THE PAROCHIAL CHURCH COUNCIL FOR A DONATION TOWARDS THE FUNDING OF THE GRASSCUTTING IN THE GRAVEYARD
23. COMMUNITY INFRASTRUCTURE LEVY PAYMENT
 - a) To note that a payment has been received in the sum of £6128.21 for the Pingley Vale Development
 - b) To discuss how to involve the parish in determining how this money is spent.

AJ Hannath

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Accounts for payment

DATE			PAYEE	DESCRIPTION	CHEQUE	AMOUNT	VAT	TOTAL
1	4	2019	Bigby Village Hall	Donation	BACS	1500.00		1500.00
1	4	2019	LALC	Membership	BACS	140.20		140.20
10	4	2019	HMRC	4/4 PAYE/NI	BACS	117.75		117.75
27	4	2019	R. Dixon	Audit	BACS	325.00		325.00