

WIGTOFT PARISH COUNCIL
c/o Homelands, Stump Cross Lane,
Swineshead
PE20 3JJ
PHONE: 07383 276892
EMAIL: wigtoftpc@gmail.com
WEBSITE: www.parishes.lincolnshire.gov.uk/wigtoft

CHAIRMAN: Councillor Simon Collingwood
CLERK: Ann Fletcher

Dear Councillor

You are hereby summoned to attend the meeting of Wigtoft Parish Council, which will be held on Monday 4th May, 2018 commencing at 19:30 in Wigtoft Village Hall. The business to be dealt with at the meeting is listed in the agenda.

The meeting will commence with a 10-minute public forum during which members of the public may ask questions or make short statements to the Council (for a maximum of 3 minutes per person). Your attendance is necessary during this period.

Signature: _____ Clerk to Wigtoft Parish Council

Date: _____

AGENDA FOR THE ANNUAL MEETING

1. Public Forum
2. Chairman's remarks
3. Apologies for absence and reasons given.
4. To receive any declarations of interest in accordance with the Localism Act 2011.
5. Police Report.
6. Notes of the meeting held on 14.05.2018 to be confirmed and signed as minutes.
7. Financial matters: Accounts for payment; budget figures and financial report.
8. Planning: none received.
9. Correspondence.
10. Councillor's reports.
11. Clerk's report.
12. To receive and accept the report of the Internal Auditor. To retrospectively agree the appointment and payment of £83 to the Internal Auditor.
13. To review and agree the updated Asset Register as at 31.3.18.
14. To review and update the Bank Mandate for the Council's bank accounts.
15. To complete, confirm and sign Section 1 (the Annual Governance Statement) of the Annual Governance and Accountability Return 2017/18.
16. To confirm and sign Section 2 ((the Accounting Statements) of the Annual Governance and Accountability Return 2017/18.
17. To discuss and to decide whether to appoint Abbey Payroll services to deal with PAYE at a cost of £15 per month plus VAT.
18. To discuss and decide whether to purchase a "shredder" for the Clerk at a maximum spend of £50
19. To retrospectively agree the purchase of a mobile phone at a cost of £74.17.
20. To agree to the purchase of a copy of the book "Local Councils explained" published by NALC at a cost of £49.99.
21. To discuss and decide what method to use to protect data held on the Council's laptop.
22. To discuss and agree a request from Ground Control working on behalf of Western Power to complete routine maintenance on the Cherry trees at the front boundary of the playing field.
23. To decide if the Council wishes to send a representative to the Resilient Communities Conference on 12.7.18 in Lincoln.
24. To decide if the Council wishes to complete the survey in relation to Barrowden Parish Council (Leics) in respect of the current division between planning and building control. The deadline for completion is 11.6.18.

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25. To review previous actions regarding Highways, update Councillors on any progress/changes and decide if any further action needed.
26. To review outstanding matters from previous meetings, update Councillors on any progress/changes and decide if any further action needed.
27. To discuss the new General Data Protection Regulations (GDPR) with a deadline of 25.5.18 and agree a payment of £40 for the registration fee.
28. To consider setting up Online Banking for the Council's bank accounts at a future date.
29. To discuss and confirm the details of the Clerk's contract and remuneration details