

**WIGTOFT PARISH COUNCIL**  
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**CHAIRMAN:** Councillor Simon Collingwood  
**CLERK:** Ann Fletcher

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Dear Councillor

You are hereby summoned to attend the Annual meeting of Wigtoft Parish Council, which will be held on Thursday 9<sup>th</sup> May, 2019 commencing at 19:30 in Sutterton Village Hall. The business to be dealt with at the meeting is listed in the agenda. The Annual meeting will be followed by the usual monthly meeting.

**The usual monthly 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. To elect the Chairman and the Vice Chairman for the coming year.
2. To receive the Acceptance of Office form, Disclosable Pecuniary Interest forms and the Local Choice Interest registration form from the Chairman, Vice Chairman and Councillors.
3. Notes from the annual meeting held on 15.5.18 to be confirmed and signed as minutes.
4. To review and adopt the updated Financial Regulations.
5. To review quotes received for the insurance policy for all insurable risks and agree which quote to accept.
6. To review the Council's subscription to Lincolnshire Association of Local Councils.
7. To review the Council's Data Protection policies, procedures and practices.
8. To review the Council's Communication Policy.
9. To review the Council's expenditure incurred under s. 137 of the Local Government Act 1972.

N.B. The Financial Regulations and Fixed Asset Register have previously been reviewed. The dates for the meetings for the coming year have been agreed and published on the website.

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**AGENDA FOR THE MAY MONTHLY 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 1.4.19 to be confirmed and signed as minutes.
7. Financial matters: Accounts for payment; budget figures and financial report.
8. Planning: to discuss the reply received from planning about the questions raised at the last meeting in respect of planning application B/20/0120, proposed Biomass boiler with flue, The Conifers, Golden Grove, Wigtoft.
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 £73.25 to the Internal Auditor.
13. To complete, confirm and sign Section 1 (the Annual Governance Statement) of the Annual Governance and Accountability Return 2017/18.
14. To confirm and sign Section 2 (the Accounting Statements) of the Annual Governance and Accountability Return 2017/18.
15. To confirm that Cllr SB will complete the check of the bank reconciliation and hand over the relevant paperwork.
16. To retrospectively agree a payment of £300 to take down an unsafe damaged tree in the Play Area.
17. To review the request from Citizen's Advice Bureau for a donation (e mail 5.4.19) and from Boston Community Transport (e mail 24.4.19)
18. An update on Highways issues.
19. To discuss the frequency of the Play area inspections.
20. To agree the actions required to fill the two vacancies for Parish Councillors.
21. To discuss the tenancy agreement for the 4.6 acres of allotment land and to review the rent (carried over from last meeting).
22. To discuss the purchase of any additional equipment for the Christmas Lights (carried forward from last meeting).
23. To complete the questionnaire from LALC about clustering (carried forward from last meeting).