

The Annual Meeting of Chilton Parish Council to be held at 7.30pm on
Monday 9th May 2016 at Great Waldingfield Village Hall.

AGENDA

1. **Election of Chairman** and to receive Declaration of Acceptance of Office from Chairman
2. **Apologies** for absence
3. Receive **declarations of interests** and request for dispensation from Councillors
4. Election of Vice Chairman
5. Agree **Minutes** of Chilton Parish Council (CPC) meeting held on 4th April 2016
6. To appoint members to the **HR** and **Standards committees**
7. To **appoint representative** to the Suffolk Association of Local Councils (SALC)
8. To consider the appointment of Heelis & Lodge as **Internal Auditors** for 2016 / 17
9. To consider **payment of annual subscriptions** to SALC, Suffolk Wildlife Trust, Community Action Suffolk, Society of Local Council Clerks and the Suffolk Preservation Society
10. **Public participation session**: 15 minutes for the public, county and district councillors present to make representations and answer questions on matters of interest.
11. Agree actions required on the **Clerk's Report** and Chairman's Report
12. Agree actions required on **Routine Correspondence** received and emails circulated by the Clerk to Councillors since the last scheduled meeting
13. **Planning**
 - a. Consider any **planning application** received since the agenda was posted
 - b. **Status of planning applications**, enforcement referrals and plans previously reviewed by Parish Council.
14. **Finance**
 - a. To consider the **Internal Auditor's Report as at 31st March 2016** and agree actions on any matters arising
 - b. To approve the **Bank Reconciliation and the Receipts and Payments Account** for the year ending 31st March 2016
 - c. To approve **Sections 1 of the Annual Return** for the year ending 31st March 2016
 - d. To approve **Sections 2 of the Annual Return** for the year ending 31st March 2016
 - 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
15. Review **Burial Authority** matters including requests from St Mary's Trustees to contribute towards a replacement gate and a new footpath to Church
16. Review any issues raised on **Footpaths and other amenities** including letter from Ethan Head regarding rubbish in parish.
17. Update on the installation of a **defibrillator at the Sudbury Health Centre**
18. Update on **Councillor Vacancy**
19. Appoint representatives for **BDC meeting** with Town & Parish Councils on the 7th June 2016
20. **Questions to the Chair**
21. Date of next scheduled meeting is on **Monday 4th July 2016** at Great Waldingfield Village Hall starting at 7.30pm.