AGENDA

1. **Election of Chairman** and to receive Declaration of Acceptance of Office from Chairman
2. **Apologies** for absence
3. Election of Vice Chairman
4. Receive declarations of interests and request for dispensation from Councillors
5. Agree Minutes of Chilton Parish Council (CPC) meeting held on 18th March 2018
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 2018 / 19
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
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 which requires a response before the next scheduled meeting
   b. Status of planning matters previously reviewed by CPC.

**14. Finance**
   a. To consider the Internal Auditor’s Report for the year ended 31st March 2018
   b. To approve the Bank Reconciliation and the Receipts and Payments Account for the year ending 31st March 2018
   c. To consider if CPC wishes to certify itself as exempt from a limited assurance review for the year-ending 31st March 2018
   d. To approve Section 1 of the Annual Governance and Accountability Return (AGAR) for the year ending 31st March 2018
   e. To approve Section 2 of the AGAR for the year ending 31st March 2018
   f. To approve the explanation of the quantified significant variances
   g. From the RFO Report authorise payments made since last meeting and to be made and note income received since last meeting

15. Review of Burial Authority matters
16. Agree plan for the development of a Neighbourhood Plan (NP) for the parish of Chilton:
   a. agreeing the Memorandum of Understanding
   b. are allocations to be included in NP
   c. approve application for a grant to be submitted to Locality.
17. Update on Community Right to Bid applications for land within Chilton.
18. Review the audit of data held to ensure that CPC complies with the new requirements for General Data Protection Regulation (GDPR)
19. Consider if CPC has a project(s) that can be submitted as a bid against Babergh’s CIL fund
20. Review any issues raised on Footpaths and other CPC owned assets

**21. Questions to the Chair**
22. In accordance to CPC’s Standing Order 3d the councillors to consider the exclusion of the public and press from the meeting due to the confidential nature of the Clerk's Contract of Employment
23. Approve the proposed increase of the Clerk's hourly rate
24. Date of next scheduled meeting is **Monday 2nd July 2018** at Great Waldingfield Village Hall starting at 7.30pm.