

Annual Meeting of Chilton Parish Council to be held at 7.30pm on
Monday 21st May 2018 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. 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.