

# **SOUTHOE & MIDLOE PARISH COUNCIL**

*CHAIRMAN: Mrs. Sheila Penton*

Clerk to the Council: -  
Ms Ramune Mimiene  
40 Elizabethan Way  
Brampton  
Huntingdon  
PE28 4SU  
01480 532239

28 April 2016

Dear Member,

You are hereby summoned to attend the **Annual Parish Council Meeting**, which will be held on **Wednesday 4 May 2016 at 7.30pm** at **Southoe Village Hall**, to deal with the following business:

**Public and Press are invited to attend**

## **AGENDA and NOTICE**

**2016/17**

**160504-12 Election of Chairman**

**160504-13 Election of Vice Chairman**

**160504-14 To Receive Apologies and Reasons for Non Attendance**

**160504-15 Chairman's Opening Remarks**

**160504-16 Declarations of Interests for Members**

*Close of meeting*

**160504-17 Open Forum** - for all members of the public present including District and County Councillors.

*Re-opening of the meeting*

**160504-18 To Receive and Approve the Minutes of the Parish Council Meeting 2 March 16 and Extraordinary Parish Council Meeting 4 Apr 16**

**160504-19 Matters Arising from those Minutes**

**160504-20 Planning**

**160504-21 Finance**

160504-21.1 Bank Balance as at 31 March 16

160504-21.2 Cashbook and Bank reconciliation statement as at 31 Mar 16

160504-21.3 Cashbook Balance carried forward as at 31 Mar 16

160504-21.4 Note Income Received as at 31 Mar 16

160504-21.5 Expenditure for approval 4 May 16:

<b>Date</b>	<b>Cheque No.</b>	<b>Payee and Description</b>	<b>Amount</b>
04.05.16	922	Clerk salary £211.55 and expenses £8.46 Apr 16	£220.01

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04.05.16	923	CAPALC Membership fees 2016.17 <b>Membership not yet approved</b>	<b>£182.78</b>
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**160504-22 To Approve Annual Return Section 1 – Annual Governance Statement 2015/16**

**160504-23 To Approve Annual Return Section 2 – Accounting Statements 2015/16**

**160504-24 To Approve Internal Auditor Report for 2015.16**

**160504-25 To Review Policy Documents**

160504-25.1 Financial Risk Assessment

160504-25.2 Risk Assessment for Southoe & Midloe Parish Council

160504-25.3 Maintenance Schedules

160504-25.4 Standing Orders

160504-25.5 Internal Audit Procedures

**160504-26 Village Security & Policing Matters, including CCTV update**

**160504-27 Highways Matters**

**160504-28 A1 Matters**

**160504-29 Play Area & Playing Field**

**160504-30 Village Hall**

**160504-31 Village Matters**

**160504-32 Church & Burial Matters**

**160504-33 To Note Transparency Code for Smaller Authorities**, mandatory code from 1 Apr 15 – document circulated to members prior to the meeting

**160504-34 Councillors' Questions**

*Please, note that no decisions can lawfully be made under this item. Business must be specified therefore the Council cannot lawfully raise matters for decision.*

**160504-35 Date of the Next Meeting:** Wed 1 Jun 2016 at 7.30pm

Signed (Clerk) Ramune Mimiene



Date: 28 April 2016