

KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL

**The Annual Meeting of the Parish Council
The annex room, Mechanics Institute, Kirkby Malzeard on**

Monday 22nd May 2017 at 7.15pm

Members of the Public welcome.

- 1. Welcome and apologies**
- 2. Declarations of Disclosable Pecuniary Interest, other interests or close association by Councillors for any item on the agenda. Approved requests for dispensations if any.**
- 3. Election of Officers**
 - a) Chairman
 - b) Vice chairman
- 4. Approve the Minutes of the previous meeting held on June 27 2016**
- 5. Chairman's Report**
- 6. Councillors Responsibilities and appoint two councillors to attend YLCA Branch Meetings**
- 7. Governance**
 - a) Approve Annual Governance Statement – Section 1 of Annual Return
 - b) Review, amend (if necessary) and approve code of conduct
 - c) Review, amend (if necessary) and approve Standing Orders
 - d) Review, amend (if necessary) and approve Financial Regulations
 - e) Review, amend (if necessary) and approve Risk Assessments
 - f) Consider and approve Publication Scheme Document
 - g) Councillors to confirm the Register of Interest Information is up to date
- 8. Finance**
 - a) Report on Audit
 - b) Approve Accounting Statement – Section 2 of Annual Return
 - c) Approve Internal control procedures for year (cycle of Business)
 - d) Approve cheque signatories
- 9. Insurance renewal – approve adequacy of proposed cover and accept quotation from AON, Zurich or Came and Company (brokers)**
- 10. Proposed dates for the Parish Council Meetings for the coming year up to and including the next Annual Parish Council Meeting and to discuss an alternative location for one or more of the meetings.**

11.AOB

Date: 16 May 2017

PARISH CLERK: Linda Johns, 28 St Andrews Meadow, Kirkby Malzeard, HG4 3RY

Telephone: 01765 650017; Email: clerk.kmldpc@outlook.com

Agenda also available on the Parish Council website www.kmldpc.btck.co.uk