Wiggenhall St Mary Magdalen Parish Council

I hereby give you notice that the Annual Meeting of the above named Parish Council will be held at Wiggenhall St Mary Magdalen Village Hall on 10 May 2018 at 7.30 pm. All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder. The meeting will be open to the public unless the Council otherwise direct.

10 minutes will be allowed during the meeting for members of the public to raise points of concern on agenda items.

**Agenda**

1. **Elect**

a Chairman

b Vice Chairman

1. Receive **apologies** for absence
2. Confirm as a correct record the **minutes of the meetings** of the Council held

12 and 19 April. Draft minutes previously circulated

1. Accept **declarations of interest and dispensation requests** on agenda items
2. Agree meeting be adjourned for **public speaking**
3. Consider applications for **co-option** to Parish Council
4. **Matters arising** not covered elsewhere on the agenda (for information only)
5. **Correspondence** (for information only)
6. **Appoint Representatives and working party groups**
7. **Highways**

a Receive reports of highways issues including lighting and public footpaths

b Decide priorities of footpath resurfacing in village

c Confirm order of SAM2 to take place and how many poles to be ordered

1. Receive **Reports** (for information only)
2. **Allotments/Paddocks**

a Review fees for 2019

b Resolve how to improve track to plots 15 and beyond

1. Receive update on **Cemetery** memorial lintel installation costs
2. **GDPR**

a Accept Policies, forms and notices for administration of GDPR

i Data Audit Schedule,

ii Social Media, Removable Media, Information Data Protection and Document Retention and Disposal Policies

iii General Privacy, New Councillor Privacy, E-mail Contact Privacy and Tenant Privacy Notices

iv Purchase of Exclusive Right of Burial Notice Consent Form and

Consent to Hold Contact Information Form

b Appoint DPO

1. **Planning** **-** Consider applications received including

18/00731/F Extension and balcony at Parsonage Farm House, 96 Stow Road, Magdalen

1. **Finance**

a Resolve to accept monthly accounts to 30 April

b Decide which insurance quote to accept for 18-19

c Resolve to agree cheques to be signed and online payments made

d Receive Annual Internal Auditors report for 2017/2018

e Complete, approve and sign Section 1, Annual Governance Statement 2017/2018

f Consider and resolve to approve and sign and date Section 2, Accounting Statement 2017/2018

g Approve Bank Reconciliation and Variances documents to be sent to external auditor

1. **Councillors’ concerns and agenda items** for next meeting –*information only*
2. Agree meeting be adjourned for **Public Speaking.**
3. Confirm date of next meeting 14 June

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**4 May 2018**