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 9 May 2019 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.

Declaration of Acceptance of Office will be signed and witnessed before the meeting commences

**Agenda**

1. **Elect**

a Chairman and receive signed Declaration of Acceptance

b Vice Chairman and receive signed Declaration of Acceptance

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

11 April. Draft minutes previously circulated

1. Accept **declarations of interest and dispensation requests** on agenda items
2. Agree meeting be adjourned to allow **members of the public** to speak
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, co-ordinators and working party groups**

a Clean-up Team

b Speed watch team co-ordinator

c SAM2 co-ordinator

d Defibrillator monitoring

e Magdalen Village Hall Representative

f Parish Council website administration

1. **Highways**

a Receive reports of highways issues including lighting and public footpaths

b Update on Trod installation

c Decide who is to receive software for SAM2 data collected

1. Receive **Reports** (for information only)
2. Consider Resolution that councillors are to have a separate **personal e-mail account for PC correspondence** and agree what details are to be published on website, PC noticeboard and Eagre News ie Name and phone number or name and e-mail address
3. **Reviews** as per Standing Orders – resolve that policies under Standing Orders 5jix, 5jx, 5jxi, 5jxii and 5jxiii be reviewed and resolved at subsequent meetings
4. **Planning** **-** Consider applications received
5. **Finance**

a Resolve to accept monthly accounts to 30 April

b Decide whether to resolve to accept offer of multi-year agreement paid in advance for Church clock maintenance or pay annually

c Resolve to set up DDM to pay King’s Lynn Drainage Board and claim 2.5% discount

d Decide whether to purchase copy of Good Employer Guide at a cost of £3.50 plus p& p

e Receive schedule of regular payees as required by Financial Regulations

f Resolve to pay schedule of payments

g Consider how much is available to spend on village sign renovations or replacement

h Appoint signatories and online access for Parish Council banking

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 13 June

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 **3 May 2019**