

## HUNSTON PARISH COUNCIL

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### To: Members of Hunston Parish Council

You are hereby summoned to attend the Annual Meeting of Hunston Parish Council to be held on Wednesday 18 May 2016 at 7.30 pm in the Annexe at the rear of Hunston Village Hall to transact the following business.

### AGENDA

1. To elect a Chairman (including signing of Declaration of Office).
2. To elect a Vice Chairman
3. Questions/Comments from members of the public.  
(This item will be limited to a maximum of 10 minutes)
4. To receive reports from the District and County Councillors.
5. To accept apologies for absence.
6. To receive Declarations of Interest, Notification of Changes to Members' Interests and consider any requests for a dispensation.
7. To confirm the appointment of the Responsible Financial Officer.
8. To appoint Standing and Statutory Committees.
9. To agree meeting dates for the rest of the Council year.
10. To appoint Parish Council representatives to various outside organisations.
11. To confirm the payment of Standing Orders and Direct Debits.
12. To confirm the use of Standing Orders, Financial Regulations and other Adopted Policies.
13. To confirm and sign the Minutes of the Council meeting held on 23 March 2016.
14. To note matters arising from the Minutes of 23 March 2016.
15. To receive the Internal Auditors report and act on any recommendations.
16. Annual Return 01/04/2015 – 31/03/2016 - To approve the Annual Governance Statement.
17. Annual Return 01/04/2015 – 31/03/2016 - To approve the Statement of Accounts.
18. To review the arrangements for the Annual Parish meeting.
19. To consider how to attract new Councillors.
20. Clerks Report: To receive a report and act upon correspondence received.
21. Finance.
  - To review the appointed signatories to the bank accounts.
  - To confirm the Clerk's salary scale and weekly hours.
  - To approve the Schedule of Payments and Receipts.
  - To approve the Statement of Accounts
22. Items for noting or referral to a future meeting.

*C A Smith*

Signed \_\_\_\_\_ Date 11 May 2016  
Clerk to the Council