

## 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 24 May 2017 at 7.00 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. To consider the co-option of a Councillor
4. Questions/Comments from members of the public.  
(This item will be limited to a maximum of 10 minutes)
5. To receive reports from the District and County Councillors.
6. To accept apologies for absence.
7. To receive Declarations of Interest, Notification of Changes to Members' Interests and consider any requests for a dispensation.
8. To confirm the appointment of the Responsible Financial Officer.
9. To appoint Standing and Statutory Committees.
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 22 March 2017.
14. To note matters arising from the Minutes of 22 March 2017.
15. To receive the Internal Auditors report and act on any recommendations.
16. Annual Return 01/04/2016 – 31/03/2017 - To approve the Annual Governance Statement.
17. Annual Return 01/04/2016 – 31/03/2017 - To approve the Statement of Accounts.
18. Clerks Report: To receive a report and act upon correspondence received.
19. Finance.  
To review the appointed signatories to the bank accounts.  
To confirm staff salary scales and weekly hours.  
To approve the Schedule of Payments and Receipts.  
To approve the Statement of Accounts
20. Items for noting or referral to a future meeting.

*C A Smith*

Signed \_\_\_\_\_ Date 17 May 2017  
Clerk to the Council