

SHIMPLING PARISH COUNCIL

MEETING AGENDA

6pm, Friday 1st July 2016
Shimpling Village Hall

The Council, members of the public and the press may record/film/photograph or broadcast this meeting when the public and the press are not lawfully excluded. Any member of the public who attends a meeting and objects to being filmed etc in such a way should advise the Clerk who will instruct that they are not included in the recording.

AGENDA

- 1. To receive any apologies for absence**
- 2. Declaration of Members' Interest(s):**
 1. to receive disclosure of pecuniary and non-pecuniary interests including gifts of hospitality in excess of £25
 2. to consider requests for dispensation for the agenda under discussion
- 3. Minutes of the last Meeting** to sign the Minutes of the last Parish Council Meeting of 31st May 2016 as a true and accurate record

Public Participation Session

This provides an opportunity for members of the public to raise questions about and comments on items on the agenda. Time for this session is limited to 15 minutes (3 minutes per person) unless extended with prior permission of the Chair.

- 4. Clerk's Financial Report:**
 - 1. To approve the financial documentation to be submitted for the Internal and External Audits for financial year 2015/16**
 1. Cashbook 2015/16
 2. Receipts and Payments 2015/16
 3. Other related audit documentation and reports
 4. Completion of 2015/16 audit form and statutory declarations therein
 - 2. To approve the draft budget for 2016/17**
 - 3. To consider the following items awaiting authorisation:**
 1. Ace Fire - fire equipment check in VH - £97.08
 2. C G Warner - balance of playground fencing under s106 - £4333.00
 3. J O'Reilly-Turner - Clerk expenses Mar-June - £39.77
 4. Confirmation of expenditure 2016/17 thus far
 5. any other authorised invoices / matters coming forth
 - 4. To receive monthly and quarterly Financial Report and Cashbook statements and documentation,** to approve the monthly bank reconciliation(s) for 2016/17 thus far and sign all necessary documentation, cheques and stubs, invoices and bank statements etc.

5. **To receive a report from the Clerk on the fulfilment of the requirements of the financial Internal Control and the Financial Risk Assessment** as adopted at the Annual Meeting of the Parish Council on Monday 23rd May 2016.
6. **To confirm the terms and conditions of the Clerk's contract of employment including related documentation:**
 1. Disciplinary and Grievance policies
 2. Equal Opportunities policy and any other employment-related documentation and policies as required
7. **To receive and approve Clerk's Time Sheet(s) for previous month(s).**

The next Meeting of the Parish Council will be held on Monday 11th July at 7.30pm in the Village Hall.

Jenny O'Reilly-Turner

Clerk to Shimpling Parish Council
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