

Stoke Rochford & Easton Parish Council

Chairman: Cllr. R. Skelton
Easton Farmhouse
High Dyke, Easton
Grantham Lincs NG33 5AR
Tel. 01476 530297

Parish Clerk: Mrs E Wilson
Windygates, Casthorpe Rd
Barrowby Grantham
Lincs NG32 1DP
Tel. 07759 521269

8th May 2017

Email: stokerochfordpc@gmail.com

Dear Councillor

You are hereby requested to attend the **Annual Meeting of the Parish Council** on Tuesday 16th May 2017; 7-30 p.m. at Easton Walled Gardens.

Signed  E Wilson; Parish Clerk & RFO

Open Session where members of the public can air their views on matters pertaining to the parish.

AGENDA

1. Election of Chairman and declaration of acceptance of office
2. Election of Vice Chairman
3. Apologies for absence
4. Chairman's Remarks
5. Declaration of interest
6. To approve Minutes of meeting held on the 24/01/17
7. **Clerks Report:-**
 - a) Litter on Post Office lane Easton
 - b) PAYE Set up online
 - c) Policies & Procedures
 - d) Insurance Renewal
 - e) No. 10 Street Lighting
 - f) B6403 HGV bollard restriction
 - g) Severe Winter Weather
 - h) Nat West; statement of account
 - i) 2017/18 Precept
 - j) Nat West; Mandate
8. **Finance & 2016/17 Year End Audit**
 - a) Accounts summary – Clerk
 - b) Confirmation Internal Audit Report completed, signed and dated by ADDELSEE - SMITH LIMITED
 - c) Confirm Section 2 of Accounting Statement has been certified by Responsible Financial Officer (Clerk)
 - d) **Annual Governance Statement 2016/17**
 - Consider the findings of the review by the members of the authority as a whole
 - Approve the Annual Governance Statement by resolution of the members of the meeting as a whole
 - Annual Governance Statement to be signed by Chair & Clerk
 - e) **Accounting Statements 2016/17**
 - Consider the statement of accounts by the members of the meeting as a whole
 - Approve the statement of accounts by resolution
 - Statement of accounts to be signed and dated by Chair & Clerk
9. **Correspondence:-**
 - a) APRIL SKDC PARISH UPDATE 2017
 - b) Spring 17 - LALC newsletter
 - c) HIGHWAY GRASS CUTTING 2017
 - d) HIGHWAY MAINTENANCE SCHEMES 2017 18
 - e) Parliamentary Election – 8 June 2017 Notice of election
10. **Matters arising not covered in Clerks Report**
 - a) Defibrillator – Cllr N McCorquodale; update on leaflet drop
11. **Planning – Nil**
12. **Accounts for payment/Expenses** (see separate sheet)
13. **AOB**
14. **Date of next meeting**