

Stoke Rochford & Easton Parish Council

Chairman: Cllr. R. Skelton
Tel. 01476 530297

Parish Clerk: Mrs E Wilson
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Email: stokerochfordpc@gmail.com

9th May 2018

Dear Councillor

You are hereby requested to attend the **Annual Meeting of the Parish Council** on Tuesday 15th May 2018; 7-15 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.

Open discussion with Mr Martin Atkinson, Supply Chain Business Unit Director UK, XPO Logistics, attending to give an update regarding parking and litter issues previously discussed in January 2018 meeting.

AGENDA

1. **Chairman's Welcome Remarks**
2. **Election of Chairman and declaration of acceptance of office**
3. **Election of Vice Chairman and declaration of acceptance of office**
4. **Apologies for absence**
5. **Declaration of interest.**
6. **To approve Minutes of meeting held on the 23/01/18**
7. **GDPR Compliance - General Data Protection Regulation, effective 25th May 2018**
 - a. Data Map
 - b. Domain & Emails
 - c. GDPR Cllr Security Compliance Checklist
 - d. Data Breach Policy
 - e. The Data Protection Policy
 - f. Records Retention Policy
 - g. Subject Access Request Procedure
 - h. Data Protection Register Fee for Registration with ICO
 - i. Data Protection Officer (DPO)
 - j. WPC Privacy Notices
 - k. Clerks and Chairman's Home address-data protection implication
8. **Clerks Report:-**
 - a) Community Cleaner
 - b) Nat West; statement of account, Bank reconciliation
 - c) Community Lincs Insurance renewal 2018
 - d) 2018/19 Precept
 - e) Stoke Rochford Telephone Box Adoption
 - f) Stoke Rochford & Easton Defibrillator
 - g) Amendment to Oct meeting date

9. **Finance & 2017/18 Year End Audit**

- a. **Certificate of Exemption** – To be considered and signed to confirm. Stoke Rochford & Easton Parish Council is a smaller authority where the higher of gross annual income or gross annual expenditure does not exceed £25,000 and meet the qualifying criteria as set out in the Certificate of Exemption. Confirmation that Stoke Rochford & Easton Parish Council is exempt from sending the completed Annual Governance and Accountability Return to the external auditor. These documents must still be published on the parish council website.
- b. **Accounts summary** – previously circulated by the Clerk (Discussion and any questions)
- c. **Confirmation Internal Audit Report completed**, signed and dated by ADDELSEE - SMITH LIMITED
- d. **Confirm Section of Accounting Statement has been certified by Responsible Financial Officer (Clerk)**
- e. **Annual Governance Statement 2016/17** - (Page 5/6) to be approved and signed by Chair & Clerk
 - i. Consider the findings of the review by the members of the authority as a whole
 - ii. Approve the Annual Governance Statement by resolution of the members of the meeting as a whole
 - iii. Annual Governance Statement to be signed by Chair & Clerk
- f. **Accounting Statements 2016/17**
 - i. Consider the statement of accounts by the members of the meeting as a whole
 - ii. Approve the statement of accounts by resolution
 - iii. Statement of accounts to be signed and dated by Chair

10. **Correspondence:-**

- a) Lincolnshire Rivers Trust

11. **Planning – Nil**

12. **Accounts for payment/Expenses** (see separate sheet)

13. **AOB**