

Stoke Rochford & Easton Parish Council

Chairman: TBC
Tel. TBC

Parish Clerk: Mrs E Wilson
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5th May 2019

Dear Councillor

You are hereby requested to attend the **Annual Meeting of the Stoke Rochford & Easton Parish Council** on Tuesday 14th May 2019; 7-15 p.m. at Easton Walled Gardens.

Signed  E Wilson; Parish Clerk & RFO

AGENDA

1. **Welcome Remarks** - As our previous chair has retired our Vice Chair may do the welcome
2. **Election of Chairman and declaration of acceptance of office**
3. **Election of Vice Chairman and declaration of acceptance of office**
4. **Disclosable Pecuniary Interests & Acceptance of Office for councillor** - *emailed separately to submit at meeting*
5. **Councillor Vacancy**
6. **Apologies for absence**
7. **Declaration of interest**
8. **To approve Minutes of meeting held on the 22/01/19**
9. **Highways; 8th April Village walkabout feedback** - Cllr N McCorquodale & Cllr F Cholmeley/Cllr B Adams
10. **XPO Feedback explanation ref funding**
11. **Retired Chairman Mr Robert Skelton** - Recognition of service
12. **Clerks Report:-**
 - a **Bank reconciliation (attachments)** *i SRPC 2018-19 Audit Bank Recon P1*
ii SRPC 2018-19 Audit Bank Recon P2
 - b. **End Year Accounts summary (attachments)** *i SRPC 2018-19 Year End Account Summary and Variance*
ii 2018_19 SPC Accounts Spreadsheet
 - c. **Stoke Rochford Defibrillator & Easton**
 - d. **Painting Stoke Rochford Phone box**
 - e. **Post Box relocation**
13. **Clerks Contract (attachments) – item rolled over from Jan 2019 meeting** *i SPC Contract Clerk DRAFT*
ii Min Gov Stat Entitlement Holiday
iii 2019-2020 NATIONAL SALARY AWARD
14. **Finance & Year End Audit** - Annual Governance & Accountability Return 2018/19 – *Is being signed off by the auditor Monday 13th May and all figures are covered in item 12b End Year Accounts*
 - a. **Certificate of Exemption**
 - b. **Confirmation Internal Audit Report completed**
 - c **Section 2 Pt.1 – Confirm Accounting Statement 2018/19 has been certified by RFO (Clerk)**
 - d **Section 1 - Annual Governance Statement 2018/19**
 - e **Section 2 Pt.2 – Accounting Statements**
15. **Planning** - Nil
16. **Correspondence (attachments)**
 - a *Stoke Rochford Post office Village Hall*
 - b *Stoke Church Council Thank you for donation*
 - c *Rural Services Network call on Government for a Rural Strategy*
 - d *LALC News - Extra Spending Budget Article*
17. **Accounts for Payment/Expenses (attachment) 17 Expenses April_May 2019**
18. **AOB**