

**Notice is hereby given that the Annual Meeting of
SANDON and BURSTON PARISH COUNCIL
will be held on WEDNESDAY 10th May 2017
at Sandon Parish Room
Commencing - Following the Annual Parish Assembly
Members of the Council are hereby summoned to attend**

AGENDA

During the meeting Members of the Public are invited to ask questions or make statements otherwise Standing Orders are adopted to regulate meeting business, unless revoked.

17.05

- 1. Apologies**
- 2. Election of Chairman**
 - 2.1 Receive the Chairman's Declaration of Office
- 3. Election of Vice Chairman**
- 4 Appointment of Representative to Sandon Parish Room Trustees**

- 5. Consider the Payment of any Annual Subscriptions**
 - 5.1 CPRE Standing Order £29.00 Annual Donation.
- 6. To Inspect any Deeds**
 - 6.1 Burston Car Park

- 7. Confirmation of Standing Orders, Code of Conduct, Account & Audit Regulations 2011 and Governance & Accountability Guide 2010**
 - 7.1 Continued adoption of Model Standing Orders 2010.
 - 7.2 Continued compliance with the Stafford Borough version of Parish Councillors Code of Conduct.
 - 7.3 Continued adoption of the Accounting Regulations and Guidelines.
Local Audit and Accountability Act 2014.
Account and Audit Regulations 2015.
Smaller Bodies Transparency Code 2014
:Local Audit (Smaller Authorities) Regulations 2015
Compliance with the Governance and Accountability for Smaller Authorities - A Practitioners
Guide to Proper Practices March 2017.
- 8. Confirmation of Risk Assessment, Audit Calendar / Event Diary & Review Procedures**
 - 8.1 Risk Assessment - Issue 6 6th April 2017.
 - 8.2 Financial Internal Audit Calendar / Event Diary - Issue 3 6th April 2017
 - 8.3 Review Financial Control Procedures

- 9. Confirmation of Dates and Times of ordinary Parish Council Meetings for 2017 / 2018**

- 10. Minutes** Parish Council Meeting 12th April 2017.
- 11. Chairman's Announcements**
- 12. To receive Declarations of Interest**
 - 12.1 Disclosable Personal Interests, Personal Declared Interests and other Personal Interests.
 - 12.2 Stafford Borough Council Declarations Forms. Notification of amendments.
- 13. Outstanding Matters** Reports and Updates
 - 13.1 Burston Pool
 - 13.1.1 Meeting with Simon Hartley Fishing Club

14. Planning

- 14.1 Applications returned to Stafford Borough Council - Reply Awaited *None*
- 14.2 Application Decisions by Stafford Borough Council *None*
- 14.3 Applications received by the Parish Council for Consultation *None*
- 14.4 Planning Appeals *None*
- 14.5 Planning Queries *None*

15. Finance

- 15.1 Financial Statement.
 - 15.1.1 Bank Account Reconciliation
- 15.2 Internal Audit Report
- 15.3 Summary Receipts and Payment Account and Supporting Statement (2016 - 2017) signing.
- 15.4 Annual External Audit Accounts Statement and Governance Statement. Signing.
- 15.5 Invoice - Aon Insurance. Annual Renewal. £485.56 (Budget £480.00) LGA 1972 s111
- 15.6 Internal Audit Fee. Hands & Co. £55.00 LGA 1972 s111
- 15.7 Donation of £50 to Stone Lions
- 15.8 To consider payments previously sanctioned.

16. Report from County Councillor

17. Report from District Councillor

18. Items Raised by Member Councillors

19. Correspondence

- 19.1 Staffordshire County Council
- 19.2 Stafford Borough Council
 - 19.2.1 County Council Election Results
 - 19.2.2 Mayor's Office. Shakespeare Gala Evening invitation.
- 19.3 Staffordshire Parish Councils' Association
 - 19.3.1 Weekly updates by email
- 19.4 Community Council of Staffordshire
- 19.5 Letter from Sir William Cash MP in relation to Simon Hartley Fishing Club.
- 19.6 Stone Liaison Meeting of 26th April. Report
- 19.7 Any other correspondence received by the meeting date, for information.

20. Date of Next Meeting Wednesday 14th June 2017. Sandon Parish Room

01 May 2016

B A Boughey Clerk
Telephone 01889 502757