# **HOLTON PARISH COUNCIL**

**NOTICE OF MEETING**

**The Annual Meeting of the Parish Council**

**will be held on**

**Wednesday 8th May 2019 at 7.30pm**

**Holton and Blyford Village Hall**

 Elaine Day, Clerk to Parish Council

edayhpc@gmail.com

**AGENDA**

1. Election of
* Chair.
* Vice Chair.
1. Chairman’s welcome and apologies for absence.
2. Declaration of interest.
3. Requests for dispensation to vote.
4. Clerks report.
5. Request from parishioner for child proof gate at Holton Playground.
6. Defibrillator update. (Clerk)
7. Lorry watch update. (Clerk)
8. Issue and adoption of Councillor Code of Practice.
9. Issue and adoption of Standing Orders.
10. Issue and adoption of Financial Regulations.
11. To appoint representatives to committees,
* Village Hall committee
* SALC representative.
* Lorry watch observers.
1. Appointment of Responsible Financial Officer.
2. Appointment of Internal Auditor.
3. PLANNING: Any correspondence received post agenda and pre- meeting.
4. Grant request from (i) Halesworth and District Twinning Society.

 (ii) SARS.

1. (i) Correspondence read at meeting.

(ii) To note correspondence provided to members prior to meeting.

1. RFO Report.
2. Annual Governance statement 2018/2019.
3. Approval of accounting statements 2018/2019.
4. Signature of exemption certificate 2018/2019.
5. Date of next Meeting 10th July 2019.