

SOUTHOE & MIDLOE PARISH COUNCIL

CHAIRMAN: Mrs. Sheila Penton

Clerk to the Council: -
Ms Ramune Mimiene
40 Elizabethan Way
Brampton
Huntingdon
PE28 4SU
01480 532239

28 April 2016

Dear Member,

You are hereby summoned to attend the **Annual Parish Council Meeting**, which will be held on **Wednesday 4 May 2016 at 7.30pm** at **Southoe Village Hall**, to deal with the following business:

Public and Press are invited to attend

AGENDA and NOTICE

2016/17

160504-12 Election of Chairman

160504-13 Election of Vice Chairman

160504-14 To Receive Apologies and Reasons for Non Attendance

160504-15 Chairman's Opening Remarks

160504-16 Declarations of Interests for Members

Close of meeting

160504-17 Open Forum - for all members of the public present including District and County Councillors.

Re-opening of the meeting

160504-18 To Receive and Approve the Minutes of the Parish Council Meeting 2 March 16 and Extraordinary Parish Council Meeting 4 Apr 16

160504-19 Matters Arising from those Minutes

160504-20 Planning

160504-21 Finance

160504-21.1 Bank Balance as at 31 March 16

160504-21.2 Cashbook and Bank reconciliation statement as at 31 Mar 16

160504-21.3 Cashbook Balance carried forward as at 31 Mar 16

160504-21.4 Note Income Received as at 31 Mar 16

160504-21.5 Expenditure for approval 4 May 16:

Date	Cheque No.	Payee and Description	Amount
04.05.16	922	Clerk salary £211.55 and expenses £8.46 Apr 16	£220.01

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04.05.16	923	CAPALC Membership fees 2016.17 Membership not yet approved	£182.78
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160504-22 To Approve Annual Return Section 1 – Annual Governance Statement 2015/16

160504-23 To Approve Annual Return Section 2 – Accounting Statements 2015/16

160504-24 To Approve Internal Auditor Report for 2015.16

160504-25 To Review Policy Documents

160504-25.1 Financial Risk Assessment

160504-25.2 Risk Assessment for Southoe & Midloe Parish Council

160504-25.3 Maintenance Schedules

160504-25.4 Standing Orders

160504-25.5 Internal Audit Procedures

160504-26 Village Security & Policing Matters, including CCTV update

160504-27 Highways Matters

160504-28 A1 Matters

160504-29 Play Area & Playing Field

160504-30 Village Hall

160504-31 Village Matters

160504-32 Church & Burial Matters

160504-33 To Note Transparency Code for Smaller Authorities, mandatory code from 1 Apr 15 – document circulated to members prior to the meeting

160504-34 Councillors' Questions

Please, note that no decisions can lawfully be made under this item. Business must be specified therefore the Council cannot lawfully raise matters for decision.

160504-35 Date of the Next Meeting: Wed 1 Jun 2016 at 7.30pm

Signed (Clerk) Ramune Mimiene



Date: 28 April 2016