

OTTERFORD PARISH COUNCIL - NOTICE OF MEETING

Notice is hereby given that the Annual Meeting of Otterford Parish Council will be held in the Parish Hall, Bishopswood, on Tuesday 14 May 2019 following the Annual Parish Meeting (which starts at 7.30pm)

AGENDA.

1. **Welcome and Introductions.**
The Chairman to welcome those present.
2. **Apologies.**
To note apologies from those Councillors absent from the meeting.
3. **Declarations of Acceptance of Office**
All Councillors to sign declaration of acceptance of office forms for the new Council.
4. **Election of Chairman.**
 - a. To elect the Chairman for the forthcoming year.
 - b. The Chairman to sign the Chairman's Declaration of Office Form.
5. **Election of Vice Chairman.**
 - a. To elect the Vice-Chairman for the forthcoming year.
 - b. The Vice Chairman to sign the Vice-Chairman's Declaration of Office Form.
6. **Last Meeting**
To consider and agree the minutes of the last meeting held on 8th May 2018, and any matters arising.
7. **Formation of Sub Committee(s).**
To decide on the formation of the Sub-Committee(s) and their respective delegated authority.
It is proposed that the Personnel Sub-Committee continue during 2019/20.
8. **Maintenance Contracts.**
To note the Grass Cutting (3 Year contract with South Somerset DC, from 2017); and Parish Handyman (3 Year contracts with three contractors, from 2018) contracts.
9. **Banking arrangements.**
To note in 2018/19 the use of the Unity Trust Bank account as the Council's main account; the two deposit accounts opened in 2018/19 with Cambridge & Counties Bank, and Nationwide Building Society; and the use of the Santander Bank account to hold the Holman Clavel tenant's rent deposit. To agree the banking arrangements for the year and to agree any changes to the nominated signatories.
10. **Parish Council Grants.**
To note Grants (detailed in the Annual Report) awarded by the Parish Council during 2018/19
11. **Asset Register.**
To note the Asset Register dated 1st April 2019 (hard copies available at the meeting).
12. **Insurance Cover.**
To consider and agree the Parish Council's insurance cover for 2019/20. *(Report circulated)*
13. **Accounts for the Year ending 31 March 2019.**
 - a. To consider and approve the Annual Governance Statement
 - b. To receive Accounting Statements from the Clerk/Responsible Finance Officer.
 - c. To consider and review the report from the Internal Auditor.
 - d. To consider and approve the Annual Return for the year ended 31 March 2019
14. **Appointment of Internal Auditor.**
To appoint an Internal Auditor for 2019/20.
It is proposed that, subject to his agreement, Martyn Powe be re-appointed.
15. **Any Other Business.**

Penny Hart
Clerk to Otterford Parish Council
9 May 2019