

# WHITBOURNE PARISH COUNCIL

Dear Councillors,

**You are summoned to the Annual Parish Council Meeting of  
Whitbourne Parish Council to be held on Wednesday 3rd May 2017 at 7.30pm  
in Whitbourne Village Hall**



Kevin Phillips  
Clerk/RFO - 01886 822267, [whitbournepcclerk@outlook.com](mailto:whitbournepcclerk@outlook.com)

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## AGENDA

1. Election of Chairman to the Council 2017/18
2. Declaration of Acceptance of Office
3. Election of Vice-Chairman to the Council 2017/18
4. To accept Apologies for Absence
5. To receive Declarations of Interest
6. Receive report from CSO
7. To approve the Minutes of the Meeting held on: 1<sup>st</sup> March 2017
8. Matters arising from minutes
9. To receive the Clerk's Report
10. Financial Matters:
  - a) To appoint an internal auditor
  - b) To receive internal auditors report
  - c) To complete and sign the annual governance statement
  - d) To approve end of year accounts (2016/2017)
  - e) To complete and sign the annual external audit return
  - f) To approve Bank Reconciliation to 31<sup>st</sup> March 2017
  - g) To approve Income and Expenditure reconciliation to 31<sup>st</sup> March 2017
  - h) To approve accounts for payment:

# WHITBOURNE PARISH COUNCIL

Clerk Net Salary Apr/May 2017:  
HMRC PAYE Apr/May 2017  
Expenses incurred by the Clerk: Mar/Apr 2017  
Grass cutting, HALC (Audit Answers training, Finance training),  
Core Strategy Booklet

11.To receive Ward Councillor's Report

12.Report from subcommittees and working parties

Village Hall, Playing Fields, S106, Manorial Court

13.Planning and planning decisions

14.To report village issues regarding road maintenance, clearance, etc.

15.Public Participation - members of the public are allowed 10 minutes to address the Council

16.Items for future consideration

**Members of the public are welcome to attend our meetings**  
**Date for next meeting: Wednesday 5th July 2017**