

**Clyffe Pypard Parish Council
Annual Parish Meeting
Followed by Annual Meeting of Parish Council
Tuesday 8th May, 7.30pm at Bushton Village Hall**

Dear Councillor

I hereby give notice that the Annual Parish Meeting of Clyffe Pypard Parish Council followed by the Annual Parish Council meeting. will take place on Tuesday 8th May at 7.30pm at Bushton Village Hall.

All members of the Council are summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting set out hereunder.

Diane Zeitzen – Clerk
clyffepypardpc@hotmail.com

155, Quemerford, Calne, SN11 8JX
07828 630764
12th April 2018

AGENDA

1. **Apologies for absence –**
2. **Minutes of Meeting held 10th May 2017 to be approved and signed**
3. **Chairman’s Report**
4. **Village Hall Management Committee Report**
5. **W.I. Report**
6. **PCC Report**
7. **Spackman Trust Report**
8. **Neighbourhood Plan Report**

Close of Annual Parish Meeting followed by Annual Parish Council Meeting

1. **Chairman’s Report**
2. **Election of Chairman** plus signing of declaration of acceptance
3. **Election of Vice Chairman** plus signing of declaration of acceptance
4. **Councillors Roles and Responsibilities**
5. **Minutes** – To approve and sign the Minutes of the Meeting held 6th March 2018
6. **Declaration of Interest in items on the Agenda**
7. **Receipt of Public Questions**
8. **Actions & Matters Arising** Parish steward contact DZ/GC, Finger post RG, Best kept village PG, Phone box GC, Website DZ/RG
9. **Planning** - The Malthouse – 18/00474/FUL ongoing
10. **Audit 2017/18** – Internal Audit
11. **Audit 2017/18** Approve and sign Annual Governance Statement
12. **Audit 2017/18** Approve and sign Annual Accounting Statements

13. Audit 2017/18 Certificate of Exemption

14. Feedback from meetings – Neighbourhood Plan, housing survey, GDPR

15. Salt/Grit bins

16. Finance and Accounts Precept, Invoices – clerk salary, stationery
Cheque signatories

17. Councillors Observations and date of next meeting