**SUSTEAD PARISH COUNCIL**

**Clerk to the Council: Kirsty Cotgrove, Bodgers Field, Norwich Road, Briston, NR24 2BB**

**01263 587755 / 07754 885750 sbmparishcouncil@yahoo.co.uk**

**A meeting of the Council will be held on Thursday 18th May 2017 at 7:30pm, at Pear Tree Cottage, Aylmerton Road, Sustead**

**PLEASE NOTE – NEW LOCATION**

AGENDA FOR THE ANNUAL PARISH COUNCIL MEETING

1. (i) Election of Chair for 2017/18 and Declaration of Office

(ii) Election of Vice Chair for 2017/18 and Declaration of Office

1. To consider accepting apologies for absence
2. To record declarations of interest from members in any items to be discussed, and to request dispensation to speak / vote.
3. To sign as a correct record the minutes of the meeting held on 23rd February 2017
4. To discuss matters arising from these minutes
5. To receive reports from Parish Organisations and Local Members
6. Mike Knowles– District Councillor
7. Sarah Butikofer – County Councillor
8. Rebekah Simms - Norfolk Police SNT
9. Planning Matters

 (i) Applications;

PF/17/0668. Common End, Bessingham Road, Barningham, NR11 7JU. Erection of detached oak cart lodge.

1. To update on the village hall deeds and trust, and to approve further action if necessary
2. To update on flooding issues in the village
3. To discuss future Councillor vacancy
4. Financial Matters
5. To approve payments:

£250.00 – clerk wages for May meeting

£25.00 – Stuart Fowler – internal audit

£93.29 – NALC subscription

Receipts:

£1412.00 – Precept 1st instalment & grant

1. To approve and sign the 2017/17 annual return for Mazars
2. To review the following documents

Financial Risk Assessment

Financial Regulations

Annual Review of the Effectiveness of Internal Control

Annual Review of the Effectiveness of Internal Audit

1. Correspondence
2. Any other business
3. Date of next meeting

Kirsty Cotgrove, Clerk. 11th May 2017