

Members of Rippingale Parish Council are hereby summoned to attend the **Annual Parish Meeting & Annual General Meeting** on **Wednesday 8 May 2019** at **7pm** in the **Rippingale Village Hall**. Unless already stated in the Agenda, any items raised for decision at the Annual Parish Meeting will appear on the agenda at the next Meeting. **Members of the public are invited to attend**. Anyone wishing to film or record this meeting is requested to notify the Clerk in advance, so reasonable requirements can be accommodated.

Chris Charlton

Cllr Chris Charlton, Chairman of the Council

25 April 2019

Annual Parish Meeting – Agenda

The Annual Parish Meeting will commence at 7.00pm as per the agenda below.

1. **Welcome by the Chairman & Annual Report.**
2. **To approve Minutes of last Annual Parish Meeting** (10 May 2018)
3. **Receive Reports from Police, County & District Councils**
4. **Receive Reports from Community Groups & Organisations**
 - a. Aveland Neighbourhood Plan
 - b. Feast Organising Committee
 - c. Hospital Car Service
 - d. Parochial Church Council
 - e. Row Garden Allotment Group
 - f. Village Hall Management Committee
 - g. Rippingale Jubilee Playing Field Trust
5. **Questions & Proposals from the Public**

Annual General Meeting of the Parish Council – Agenda

The Annual General Meeting will commence at 8.00pm or immediately following the Annual Parish Meeting. The public are welcome to observe the meeting but are not permitted to speak unless invited by the Chairman; a 5-minute Post Meeting Public Forum will be held to enable the public to comment on the AGM.

1. **Apologies for absence.**
2. **Councillor Acceptance of Office.**
3. **Councillor Declarations of Interest**, in accordance with the Localism Act 2011.
4. **Election of Chairman.**
5. **Election of Vice chairman.**
6. **Allocation of members to designated roles and responsibilities – All:**
 - a. Police Forum Representative
 - b. Emergency Plan & Flood Warden Coordinator
 - c. Finance Supervisor
 - d. Aveland Neighbourhood Plan Representatives
 - e. Feast Committee Liaison
 - f. Grass Cutting & Village Maintenance Coordinator
 - g. Jubilee Playing Field & Equipment
 - h. Village Hall Management Committee Liaison
 - i. Council Newsletter
 - j. St Andrew's Parochial Church Council Liaison
7. **Approve Minutes of last Council Meeting** (11 April 2019) **(All)**
8. **Review & Approve Asset Register** **(All)**
9. **Review & Approve Council Insurance Cover – All**
10. **Financial Reports:**
 - a. **FY2018/19 End of Year Accounts & External Audit Return.**
 - i. Approval of Annual Governance Statement **(All)**
 - ii. Approval of Accounting Statements **(All)**
 - b. **FY 2019/20 Accounts to date & Approval of expenditure** **(All)**
11. **To Adopt the Council Policies & Procedures** **(All)**
 - a. Code of Conduct
 - b. Standing Orders
 - c. Financial Regulations
 - d. FOI & Data Publication
 - e. Communications
 - f. Disciplinary & Grievance
 - g. Equal Opportunities
 - h. Health & Safety
 - i. Emergency Plan
 - j. Complaints
 - k. Environmental
 - l. Fly Posting
 - m. Staff Handbook
 - n. Lone Worker
 - o. Risk Management
 - p. Grants
 - q. Newsletter
 - r. Safeguarding
12. **Clerk Appraisal**
13. **Public Footpaths – Usage & Signage**
14. **To Receive any Urgent Reports from Members**