**SUTTON PARISH COUNCIL**

 **www.suttonwithshoplandparishcouncil.com**

**CLERK:**

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**CHAIRMAN:**

 **Councillor Mr C. J. Tabor.**

 **Sutton Hall,**

 **Sutton,**

 **Rochford**

 **Essex.**

 **SS4 1LQ**

 **Tel: 01702 545730**

 **AGENDA**

 **YOU ARE HEREBY SUMMONED TO A MEETING OF THE SUTTON PARISH COUNCIL**

 **TO BE HELD AT BEAUCHAMPS, SHOPLAND ROAD,**

 **ON SATURDAY 18th JUNE 2016**

 **(Commencing at 9 am.)**

**1. Chairman's opening remarks.**

To receive:

**2. Apologies and reasons for absence:**

To be received by the Clerk in person via: email, letter and telephone.

**3. To Receive Declarations of Interests:**

 Declarations of interests on items on the Agenda.

**4. Public Forum:** ( 5 min per person only )

 (Specifically for visiting Ward/County Councillors and questions from members of the public).

5. Standing Orders:

 To discuss the emailed Standing Orders.

6. Financial regulations:

 To discuss and agree the circulated Regulations.

7. The Council Risk Assessment:

 To discuss and agree the circulated Regulations.

**8. To receive the Minutes of the Annual General Meeting of 14th May 2016.**

To agree:

**9. Matters Arising from the Minutes:** (Not on the Agenda)

 (Minute17) Proposed visit of the RDC COE.

10. The Community Plan Steering Group.

 Councillor Mr R Gaylor’s report:

**11. Correspondence*.***

i To receive an e/letter May 2016 from RDC re: ECC P3 footpaths, etc

ii To receive an e/letter May 2016 from Came and Co re: confirmation of insurance cover for 2016-2017.

iii Letters/emails, Publications and Bundles: Making the Links, Fieldwork, Bus timetables, Essex Area Forum,

 etc: placed on the table.

**12. Planning**

 Application no.

**13. Finance**

i i To receive the RPC Financial Statement ending May 2016.

 ii The above balances to be checked against Bank Statements by Councillors: …………………

 and …………………….

ii **To receive the Annual Audit return 2015-2016.**

 i To receive the 2015-2016 Internal Auditors report.

 ii To receive the Annual Governance declaration and to agree and sign the Return:

 iii To receive the Annual Financial Statement and to agree and sign the Return:

 iv To receive the Clerk’s report on the dates of the Notices of the Public Rights of Inspection.

 v To receive the Clerk’s report on the Transparency publication compliance.

iii To receive an Invoice June 2016 from Mr R Pitts re: A26 Green Maintenance @ £110-00.

iv To receive an Invoice May 2016 from W&H (Romac) Ltd re:132540 Streetlights Beauchamps House

 and Beauchamps cottages @ £138-60.

v To record the payment May 2016 to Mr R Pitts re: A20 Green Maint. /reissued u/p cheque 100461 @ £ 110-00.

vi To record the payment May 2016 to Mr R Pitts re: A23 Green Maint. /reissued u/p cheque 100462 @ £ 110-00.

vii To record the payment May 2016 to EALC re: 6509 Annual subscription 2016-2017 @ £ 58-80.

viii To record the payment May 2016 to Came & Company re: Annual insurance 2016-2017 @ £ 353-59.

ix To record the monthly Standing Order payment to the Clerk @ £202-22.

x To resolve: all above payments, the monthly financial statements, transfers, grants and countersigned cheques.

 Proposed by Councillors: ……………………, seconded by ……………………….and agreed by all.

**14. Streetlighting.**

 Councillors reports:

**15. Highways.**

i To receive a Notice from Highways, ECC re: (Various Roads, District of Rochford) (Temporary Prohibition

 of Traffic) (No 2) Order 2016 - closure of local roads for work on white lines, road markings and road studs.

ii Clerk’s report re: Sutton Corner.

iii Councillor reports:

**16. Next Agenda Items from Councillors**. *for next Agenda and exchange of information only.*

 **Items:**

**17. The next Sutton Parish Council Meeting**

 **To agree: Saturday 27**th **AUGUST 2016**

to be held at Beauchamps, Shopland Road at 9.00 am.

**14th June 2016. Mr B Summerfield Sutton Parish Clerk.**