

BARTHOMLEY PARISH COUNCIL

Briefing Notes - May 2019

Annual Parish Council Meeting

1. Election of Chairman & Vice-Chairman

4. Election 2019

Six people were nominated and accepted for the Parish Council, and have been duly elected. There is one vacancy for co-option.

Forms will be available at the meeting for Members to complete.

6. Annual Business

- Appointment of RFO (Responsible Financial Officer) - the Clerk
- Annual Risk Assessment - the Clerk outlines the physical, financial and policy risks facing the Council. Members to review/approve (attached)
- Review of Asset Register – Members to review/approve (attached)
- Review of Standing Orders (attached)
- Code of Conduct (attached)
- Planning Working Group - this normally comprises the Chairman, Vice-Chairman and one other member (Cllr Wilde in recent years)

7. Annual Statement of Accounts

- Members to note the documents included with the papers – ledger for the year 2018-19; approved budget for 2019-20; cash flow for 2019-20; and receipts and payments summary for 2019-20 (including bank reconciliation) (attached)
- Also attached is the Annual Governance and Accountability Return (AGAR) for 2018/19 (attached) and the Exemption Certificate, which must be agreed

Ordinary Parish Council Meeting

9. Police Report

Police to be invited to the meeting

14. Accounts for Payment and Financial Matters

M Bailey - salary (April, May)	£237.12
HMRC – tax on Clerk’s salary	£59.28
ChALC Affiliation fee	£63.36
Zurich Municipal (insurance)	£183.59

To change the bank mandate – form will be provided

15. Correspondence

- Parish Council has received a grant for community clean-up of £809.00

Mark Bailey
Clerk
May 2019