

KEYWORTH PARISH COUNCIL

Village Hall, Elm Avenue,
Keyworth, Nottingham NG12 5AN



Members are requested to attend the **Annual Parish Council Meeting**, to be held in the Centenary Lounge on **Monday, 13th May 2019 at 7.00pm** for the purpose of transacting the business on the agenda below. The order of business may be changed.

Clerk to the Council

6 May 2019

AGENDA

1. Apologies
2. Declarations of Interest
3. Election of Council Chairman
4. Election of Council Vice Chairman
5. Chairman's Declaration of Acceptance of Office
6. New Council Members:
 - a) Declaration of Acceptance of Office/Code of Conduct Undertaking
 - b) Notification of Interests
 - c) Training
7. Council Vacancy
8. Minutes:
 - a) Full Council Meeting 11.03.19
 - b) Finance & Risk Meeting 18.03.19
 - c) Planning Meeting 01.04.19
 - d) Extraordinary Planning Meeting 2.4.19
 - e) Extraordinary Planning Meeting 30.4.19
9. Review of Delegation Arrangements:
 - a) Proper Officer/Responsible Financial Officer
 - b) Staff Authorities
10. Review of Committee Terms of Reference
11. Appointment of Members to Existing Committees
12. Regulations/Policies:
 - a) Review and Adoption of Standing Orders
 - b) Review and Adoption of Financial Regulations
 - c) Code of Conduct
13. Review of Representation on External Bodies/Reporting Arrangements
14. Review of Inventory of Land & Buildings
15. Schedule of Full Council/Committee Meetings 2019/20
16. Chairman's Comments
17. Matters Arising from Full Council Meeting 11.03.19
18. Correspondence
19. Audit:
 - a) Annual Internal Audit Report 2018/19
 - b) Internal Control Review 2018/19
 - c) Annual Governance Statement 2018/19
20. Finance:
 - a) Schedule of Payments/Reimbursements
 - b) 2018/19 Accounts
 - c) Review of Reserves
 - d) Bank Reconciliation
 - e) Accounting Statements 2018/19
 - f) Banking Arrangements
21. Circulation of Minutes & Agendas