

BRANXTON PARISH COUNCIL

Parish Council website: www.branxtonvillage.weebly.com

Summons to all Parish Councillors to attend the Annual General Meeting to be held on Tuesday 15th May 2018 in Branxton Village Hall commencing at 7.05 p.m., or on the rising of the Annual Parish meeting.

PUBLIC QUESTION TIME

The Chairman to invite members of the public present, to put questions to, or draw relevant matters to the attention of, the Council, prior to commencement of business. This is for a period of 15 minutes overall and is limited to 3 minutes per person.

COMMUNITY POLICE

To receive any updates.

AGENDA

1. Chairman's Annual Report.
 - The Chairman to present his Annual Report for 2017/18
2. Election of Chairman for 2018/19
 - To elect the Chairman for the forthcoming year.
 - The Chairman to sign the Declaration of Acceptance
3. Election of Vice- Chairman for 2018/19
 - To elect the Vice-Chairman for the forthcoming year.
4. Apologies for absence
5. Declaration of Interest
6. Request for Dispensation
7. Standing Orders
 - To undertake the annual review of the Standing Orders for Parish Council
8. Complaints Procedure
 - To undertake the annual review of the Complaints Procedure for Parish Council

9. Minutes of the Parish Council Meeting held on 13th March 2018

10. Any matters arising from the Minutes

- To receive any updates on items not covered on the Agenda

11. Annual Governance and Accountability Return for 2017/2018

- 11.1 To consider and agree any actions arising from the report of the internal auditor (copy attached)
- 11.2 To approve the Annual Governance Statement (draft copy attached)
- 11.3 To approve the draft annual accounts for 2017/2018 (draft copy attached)
- 11.4 To approve the Accounting Statement and Explanation of Variances (draft copies attached)
- 11.5 To confirm and approve the Certification of Exemption (draft copy attached)
- To agree the payment of the Internal Auditor.

12. Annual Review of Clerk's Salary

- To consider the 2018/19 National Salary Award. The Clerk is currently on SPC 20

13. Financial Statement- Bank Balance £ 785.75

14. Accounts for Payment

• Mrs E I Hunter	£ 58.62	Clerk's Salary 7.25 hours @£10.099 per hour
• HMRC	£ 14.60	PAYE
• E Rathbone	£ TBC	Internal Auditor

15. Correspondence

- **Clerks & Councils Direct-** Newsletter
- **NCC-** Waste Information leaflets
- **NCC-** Love Northumberland information
- **CPRE-** Spring Newsletter

16. Data Protection

- To adopt the following previously circulated policies and forms supplied by National Association of Local Councils
 - General Privacy Notice.
 - Staff & Councillors Privacy Notice.
 - Consent form.
 - The role of Data Protection Officers.
 - DPIA Assessment Checklist.
 - Subject access policy and template response letters.
 - Privacy Policy Checklist.
 - Checklist of what to include in a security incident response policy.

- Cybersecurity checklist.
- Council's internal register of processing activities.
- To give delegated authority to the Chairman and Clerk to work through the previously circulated
 - Personal Data Audit Questionnaire
 - Action Plan.

17. Annual Insurance Premium

To agree the payment of the Annual Insurance Premium

18. Armistice Vigil

- To consider the letter received from Royal British Legion

19. Local Issue

- To consider the impact on the parish from the current Stickle Heaton planning application

20. Parish Council meeting dates for 2018/19

21. Any Other Business

22. Date of next meeting TBC

(Sgnd.) Isabel Hunter
Clerk to Branxton Parish Council