

LITTLE ELLINGHAM PARISH COUNCIL

To all Councillors

You are hereby summoned to a Meeting of the Council to be held on Wednesday 3rd May 2016 at 7.30pm at 'Old School Hall'.

Please notify the Clerk if you are unable to attend.

Tracy Whellams

Clerk to the Council, 27.4.2016

AGENDA

Open Forum

Welcome

1. Election of Chairman and signature of acceptance of office
2. Election of Vice Chair and signature of acceptance of office
3. To accept apologies for absence
4. Register of Interests – to declare personal or prejudicial interests in items on the agenda.
5. To approve the minutes of the meeting held on March 1st 2017
6. Matters arising on minutes for information only.
7. Correspondence
 - Norfolk Family Mediation donation request.
8. To consider approval of the insurance policy for the coming year (starting 1 June 2017)
Quote from Zurich 1 year = £280.07 or 3 years = £273.06 per year.
9. Financial Update
 - The accounts summary for the year ending 31st March 2017
 - Agreement of Accounting Statement and Annual Statement of Governance 2016/17
 - The Internal Audit – feedback
 - To consider approving the Budget for 2017-18 (allocation of funds)

To consider issuing cheques for the following payments:

• **Payments due**

1. CGM	47.04	Grass Cutting
2. Steve Jackman	96.00	Website support & training
3. Norfolk PTS	42.50	Subscription for Clerk Support & Training
4. CAN Membership	20.00	Subscription for Membership
5. Village Hall	10.00	Hire of Village Hall
6. Catherine Moore	48.00	Internal audit
7. Tracy Whellams	599.77	Clerk Wages* for April and May (includes Transparency Grant)
8. Tracy Whellams	103.77	Clerk expenses for April and May

**Wage increase needs approval in section 9*

- **Income**

1.	Breckland District Council	2125.00	Precept 1 st Instalment
2.	Breckland District Council	49.50	Grant 1 st Instalment
3.	NCAPTC	347.29	Transparency Grant
4.	HM Revenue & Customs	309.06	VAT refund

9. To consider agreeing to the Clerk's hourly rate rising in accordance with the nationally agreed scales
10. Newsletter – to agree future items for the Little Ellingham News
11. Any other business to be included on the agenda for the next meeting.
 - Review financial risk assessment, asset register and financial regulations
 - Review standing orders
12. To confirm date of next meeting: Wednesday 5th July 2017 in Old School Hall, beginning at 7.30pm.

To contact the Clerk:
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