

**MEETING OF POINTON & SEMPRINGHAM
PARISH COUNCIL**

Dear Councillor

I hereby give you notice that the **POINTON & SEMPRINGHAM ANNUAL PARISH COUNCIL MEETING** will be held in the Village Hall, Pointon on **THURSDAY 31 MAY 2018**. All members of the Parish Council are summoned to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

The Annual Parish Council meeting will be preceded by the Annual Parish meeting at 7.30pm, for which Councillors are also asked to be present, when members of the public may ask questions or make short statements to the Council. Members of the public are welcome to stay for the Annual Parish Council Meeting, but may not participate unless invited to do so by the Chairman.



Clerk to the Council

Date: Wednesday 23 May 2018

1.0 ELECTION OF CHAIRMAN AND DECLARATION OF ACCEPTANCE OF OFFICE.

2.0 ELECTION OF VICE-CHAIRMAN AND DECLARATION OF ACCEPTANCE OF OFFICE.

3.0 CO-OPTION OF COUNCILLORS

- 3.1 To hear presentations by applicants
- 3.2 Council to vote

4.0 COUNCILLORS DECLARATION OF ACCEPTANCE OF OFFICE.

- 4.1 New members to complete Acceptance of Office and Discretionary Pecuniary Interest forms

5.0 SIGNING OF THE MINUTES

To resolve to accept the Clerk's notes of the Annual Parish Council meeting held on 25 May 2017.

6.0 REPORT FROM DIST COUNCILLORS

7.0 TO ADOPT THE FOLLOWING POLICIES

- 7.1 To adopt the Data Map
- 7.2 To adopt the Data Protection Policy, Subject Access Request Procedures, Data Breach Policy and Records Retention Policy
- 7.3 To adopt Privacy Notices
- 7.4 To receive completed Security Compliance Checklists from all councillors
- 7.5 To resolve that the council registers with the ICO and pays the relevant Data Protection Fee of £40.00
- 7.6 To adopt the Co-option Process

8.0 FINANCE

8.1 To note income received:

None

8.2 To note payments made following the March meeting

8.2.1 PC & F Pitch Maintenance	200.00
8.2.2 HMRC – PAYE	60.00
8.2.3 Grant Thornton – Audit fee	30.00
8.2.4 R Greenwood – Gate	75.00
8.2.5 Simon Moss – Annual payroll fee	120.00
8.2.6 Clerk’s Salary	214.90

8.3 To approve the following payments

8.3.1 Bradshaw Tree Care and Contractors	1750.00
8.3.2 Pointon Community Playing Field	200.00
8.3.3 Clerk’s Salary	283.62

8.4 To resolve to approve the end of year account.

8.5 Annual Return:

To resolve to approve Section 1. Section 1 to be signed and dated by the Chairman and RFO.
To complete the checklist in Section 2. Section 2 to be signed and dated by the Chairman and Responsible Finance Officer.

8.6 Internal Audit.

8.7 Councillors to sign Change of business contact details.

9.0 TO ARRANGE DATES OF FUTURE MEETINGS