

Snape Parish Council

NOTICE OF ANNUAL GENERAL MEETING

Members are duly summoned to attend the Annual General Meeting of the Council to be held on Tuesday 22 May 2018 at the Village Hall at 7.30pm at which time members of the public are cordially invited to attend

AGENDA

1. **Election of Chair and Signing of the Declaration of the Chair's Acceptance**
2. **Election of Vice-Chair and Signing of the Declaration of the Vice-Chair's Acceptance**
3. **Apologies and Approval of Absences**
 - (a) Routine Apologies and Approval of Absences
 - (b) Governance of Apologies, Reporting & Approval of Absences & Non-Attendances
4. **Declarations of Pecuniary or Non-Pecuniary Interests by Members**
5. **Approval of Minutes of the Previous Meeting on 27 March 2018**
6. **Contributions by Members of the Public**

Members of the public are invited to comment on any agenda item or any other matter concerning them and/or the parish with further comment during the remainder of the meeting only being allowed at the Chair's discretion
7. **Consideration of Planning Applications and Decision Notices**
 - (a) SCDC DC/18/01663: Application Received (Comments Due 23 May 2018)
6 Wadd Lane, Snape, IP17 1QX
Front and rear extensions, overcladding of existing building, and creation of secondary access point from public highway.
 - (b) SCDC DC/18/01727: Application Received (Comments Due 23 May 2018)
Sand Pit Cottage, Priory Road, Snape, IP17 1SD
Rear and side extension involving demolition of existing previous extension. Replace existing conservatory with solid construction. More information advised on the web site.
 - (c) SCDC DC/18/01848: Application Received (Comments Due 29 May 2018)
Farm View, Priory Road, Snape, IP17 1SD
Erection of single storey side extension to form two-bay garage and store. Six new dormer elements to existing room-in-the-roof bungalow. Refurbishment of dwelling including re-cladding of external walls and new roof finish.

(d) SCDC DC/18/01894: Application Received (Comments Due 30 May 2018)
Valerian Cottage, 4 The Street, Snape, IP17 1SG

New first floor bedroom above existing dining room with internal re-modelling to form shower room and ensuite and cloaks on ground floor at rear of property with composite cladding.

8. Finance

- (a) Review of (i) Cashbook (ii) Income (iii) Expenditure & Budget to 31 March 2018
- (b) Review & Approval of Draft Statement of Accounts, Income & Expenditure 2017/18
- (c) Review & Approval of Draft Bank Reconciliation & Asset Register 2017/18
- (d) Review & Approval of Governance & Accounting Statements & Variances 2017/18
- (e) Review & Approval of the Council's Internal Audit 2017/18 Report by SALC
- (f) Consideration of Completion of Final Annual Financial Audit Check 2017/18 Update
- (g) Consideration of Bench & Bin Snape Hill Accident & Insurance Claim Update
- (h) Consideration of the Council's Previous VAT Issues & Consultant Appointment Update
- (i) Consideration & Approval of a Request for the Funding of Allotments Fencing (£55.00)
- (j) Consideration & Approval of the Nature of Any Future Donations to the PCC 2018/19
- (k) Review of Payments & Authorisation of Cheques by Cheque Signatories

9. Governance

- (a) Review & Approval of the Parish Council's Members' Responsibilities 2018/19
- (b) Consideration of GDPR Requirements & DPO Appointment Guidance Update
- (c) Consideration of the Adequacy of the Council's Insurance Arrangements 2018/19

10. Village Plan

- (a) Consideration of the Work of the Village Plan Steering Group Update

11. Highways & Footpaths

- (a) Consideration of Any Current Highways/Footpaths Issues Requirements Update

12. Consideration of a Proposal to Build a Pre-School at Snape School Update

13. Consideration of a Celebration of *Battle's Over - A Nation's Tribute* Update

14. Matters for Future Consideration

- (a) Review of Conclusion of External Audit & Reporting Requirements 2017/18

15. Dates of the Next Meetings

- (a) 26 June 2018 (Urgent Items Only & Documents by 18 June 2018 or Cancellation)
- (b) 24 July 2018 (Agenda Items & Supporting Documents by 16 July 2018)
- (c) 28 August 2018 (Urgent Items Only)

Simon Ashton, Parish Clerk
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17 May 2018