

Middleton Tyas Parish Council

ANNUAL MEETING of the PARISH COUNCIL

**to be held in the Memorial Hall
on Thursday 10th May 2018 at 7.10 pm**

AGENDA

- 1. Election of the Chairman of the Parish Council**
- 2. Chairman to sign Declaration of Acceptance of Office of Chairman**
- 3. Apologies**
- 4. Declaration of Interest**

All Councillors will make the following declaration:
"We, as Parish Councillors, declare that we have an interest in each Agenda item as residents of Middleton Tyas."
- 5. Appointment of new Officers**
 1. a. Vice Chairman
 - b. Treasurer / Responsible Financial Officer
 2. Chairman is appointed a Trustee of the Memorial Hall
- 6. Minutes of the last Annual Meeting held on 12th May 2016**
- 7. Matters Arising**
- 8. Chairman's Report to be accepted**
- 9. Councillors' Portfolios to be reviewed and agreed**
- 10. Treasurer's Report and Accounts to be accepted**
- 11. Annual Governance and Accountability Return**
 - 1. Certificate of Exemption**
 - a. To consider the Certificate of Exemption
 - b. To approve the signing of the Certificate of Exemption by resolution
 - 2. Annual Governance Statement**
 - a. To consider the findings of the review of the effectiveness of the system of internal control by the members of the meeting as a whole
 - b. To approve the Annual Governance Statement by Resolution
 - c. To ensure the Annual Governance Statement is signed and dated by the person presiding at the meeting at which the approval is given

3. Accounting Statements

- a. To consider the Accounting Statements by the members meeting as a whole
- b. To approve the Accounting Statements by Resolution
- c. To ensure the Accounting Statements are signed and dated by the person presiding at the meeting at which the approval is given

- 12. To appoint Internal Auditor for 2017-18**
- 13. To review and confirm Standing Orders & Financial Regulations**
- 14. To review and confirm Freedom of Information Act – Model Publication Scheme**
- 15. All Councillors to be reminded to update their ‘Register of Interests’ forms within 28 days of any changes and to return these to RDC**
- 16. All Councillors to read and retain a copy of the current Code of Conduct – documents are available on the YLCA website**
- 17. Date of Next Meeting – Thursday, 9th May 2019 – tbc**