

Middleton Tyas Parish Council

ANNUAL MEETING of the PARISH COUNCIL

**to be held in the Memorial Hall
on Thursday 9th May 2019 at 6.30 pm**

AGENDA

- 1. Election of the Chairman**
- 2. Chairman to sign Declaration of Acceptance of Office**
- 3. 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."
- 4. To approve the Minutes of the last Annual Meeting held on 10th May 2018**
- 5. Matters Arising from the Last Minutes**
- 6. To receive and accept the Chairman's Annual Report**
- 7.**
 - 1. To receive and accept the Treasurer's Report and Accounts for the year ended 31st March 2019; and**
 - 2. To approve and sign the Annual Return documents for the External Auditors, PKF Littlejohn LLP**
 - a. Approve the Certificate of Exemption
 - b. Receive and note the Annual Internal Audit Report
 - c. Review and approve the Annual Governance Statement
 - d. Review and approve the Accounting Statements for 2018/19
 - e. Set the commencement date for the exercise of public rights
- 8. Appointment of new Officers**
 - 1.**
 - a. Vice Chairman
 - b. Treasurer
 - c. Responsible Financial Officer
 - 2. Chairman is appointed a Trustee of the Memorial Hall**
- 9. To review Councillors' Portfolios and Contact Details**
- 10. To confirm appointment of Internal Auditor**
- 11. To confirm Standing Orders & Financial Regulations**
- 12. To confirm Risk Assessment and Valuation of Assets**

- 13. To confirm the Clerk's Salary and Scale for 2019**
- 14. To review Emergency Plan**
- 15. To review Freedom of Information Act – Model Publication Scheme**
- 16. To note the date of the Next Meeting – Thursday, 14th May 2020**