



ALDERHOLT PARISH COUNCIL

Public Notice is hereby given of the Annual Meeting of Alderholt Parish Council to be held in the Committee Room of the Village Hall on Monday 14th May 2018, commencing at 7.00pm, for the purpose of transacting the following business.

Mrs M Humby
Clerk to the Council
3rd May 2018

AGENDA

- 1. Welcome from the Chairman including apologies and housekeeping notices**
- 2. Election of a Chairman**
- 3. To receive the Chairman's declaration of Office**
- 4. Election of a Vice Chairman**
- 5. To receive declarations of interest and/or consider the granting of dispensations.**
- 6. To confirm the minutes of the Ordinary Parish Council Meeting of 16th April 2018**
- 7. To appoint members to serve on committees and working parties and to review their terms of reference**
- 8. To appoint representatives for external bodies and village amenities**
- 9. To consider annual items for review;(reports circulated)**
 - APC Policies (refer to clerk's report for outstanding items)
 - Ongoing annual commitments including insurance
 - Confirmation of dates and times for ordinary meetings of full council for the municipal year ahead
- 10. To consider the Clerk's Report and notices**
- 11. To receive a written report from the Dorset County Councillors, Spencer Flower and/or Toni Coombs**
- 12. To receive a report from the East Dorset District Councillor, Gina Logan**
- 13. Public Open Forum**
 - An opportunity for members of the public to make representations relating to any item on this agenda or any other issues which they wish to bring to the attention of the Parish Council. Following this, members of the public are welcome to attend as observers only
- 14. Finance**
 - To authorise the monthly schedule of payments and balances of accounts
 - To delegate an authorised Cllr to countersign online banking payments
- 15. To consider Approval of the Annual Governance and Accountability Return Part 3 2017/18.**

The Annual Governance and Accountability Return Part 3 (AGAR) is the annual audit for Alderholt Parish Council received from externally appointed auditors, PKF Littlejohn LLP.



ALDERHOLT PARISH COUNCIL

It is made up of 3 parts and must be completed and reported to Council by 11th June 2018;

- The annual internal audit report. The Internal Auditor is appointed by Alderholt Parish Council to carry out controls and checks of the Council's finances for the financial year (2017/18). This includes checking section 2 the accounting statement, (although it is not required to be signed off by the auditor) and completion of the internal auditor section of the of the AGAR. The 2016/17 interim internal audit was carried out on 9/11/17 and full audit completed on 30/4/18; No separate report issued-the Council's system of internal controls is effective and adequate for the purpose intended
- **Section 1 Annual Governance Statement requires approval by the Council.** Members are acknowledging their responsibility for ensuring that there is a sound system of internal control and that statements 1-9 are agreed.
- **Section 2 Accounting Statements has been completed by the clerk and requires approval by the Council.** Refer also to the receipts and payments report, Fixed asset Register and Reserves.
- Section 3 will be completed by PKF Littlejohn LLP and must be returned to us and then published on our website by 30/9/18
- Explanation of Variances in expenditure and receipts 2016/17-2017/18. Refer also to the Receipts and Payments, Fixed Asset Register and Reserves.
- Dates for the Notice of Public Rights regarding the unaudited Annual Governance and Accountability Return 2017/18; 4th June-13th July 2018
- In addition, Alderholt PC has been selected at random to complete an Intermediate Level review which includes sending additional information to the auditor.

16. To consider any Budget savings from 2017/18 financial year and reallocation of funds

17. Recreation Ground

- To consider any actions required following the weekly inspection reports from the designated Parish Councillor
- Update on inspections as discussed at last month's meeting

18. To Note the Minutes of Parish Council Committees

- Planning Committee Minutes 23rd April 2018

19. To Consider Reports from Council Representatives, and External Bodies

- Update on Rifle Range Project with scouts
- Update on Caloo Gym equipment and table tennis installation

20. To consider the clerk's update on the GDPR

21. To complete the DAPTC surveys regarding the LGR

22. To consider correspondence received

23. Any other item for Report Only