

All Parish Councillors are duly summoned to attend the  
**Annual Meeting of HOUGHTON PARISH COUNCIL**  
 To be held on Tuesday 14<sup>th</sup> May 2019  
 7.30pm at Houghton Village Hall

**AGENDA**

Councillors to sign, and have witnessed, the Declaration of Acceptance of Office.

<b>1</b>	<b>Election of Chairman</b>
<b>2</b>	<b>Election of Vice Chairman</b>
<b>3</b>	<b>Apologies</b>
<b>4</b>	<b>Declarations of Interest</b>
<b>5</b>	<b>Cllrs to confirm the accuracy of the minutes of the meetings -</b> a) held on 12 <sup>th</sup> March 2019 – Ordinary Council Meeting b) held on 2 <sup>nd</sup> April 2019 – Extraordinary Meeting
<b>6</b>	<b>Actions and Updates to be reported</b>
<b>7</b>	<b>Public Participation</b> - <i>This item will be limited to 15 minutes, unless directed otherwise by the Chairman.</i>
<b>8</b>	<b>Borough and County Councillor Reports</b>
<b>9</b>	<b>Planning Applications</b> Cllrs to propose a response to be submitted to TVBC in relation to the following planning or tree applications: a) 19/00900/FULLS – Single storey side extension with rear lantern to flat roof, & first floor rear extension, to provide additional living space – Clarendon Cottage, Houghton, Stockbridge SO20 6LU
<b>10</b>	<b>Cllrs to review, revise (if required) and adopt the following Council policies and documents:</b> <i>To be reviewed and adopted:</i> Standing Orders, Internal Control Procedures, Risk Management Schedule, Members’ Code of Conduct. <i>To be reviewed/adopted but no proposed amendments:</i> Financial Regulations, Asset Register, Recording, Photography & use of Social Media, Freedom of Information and Data Protection Legislation. <i>To be drafted, reviewed and adopted at future meeting:</i> Employment Policies, Complaints Procedure, Press and Media Policy.
<b>11</b>	<b>General Power of Competence/Review expenditure under s137</b> Cllrs to review expenditure under s137 and consider invoking the General Power of Competence.
<b>12</b>	<b>Insurance</b> a) Cllrs to consider adding the defibrillator to the Parish Council Insurance policy and Asset Register. b) Cllrs to review the quotations for Parish Council Insurance and approve the payment for 2019/20.
<b>13</b>	<b>Internal Audit Report</b> Cllrs to receive the internal audit report for 2018/19 and agree any actions required.
<b>14</b>	<b>Finance</b> a) Cllrs to propose acceptance of the financial statement for the period of 1 <sup>st</sup> to 31 <sup>st</sup> March 2019. b) Cllrs to approve the Annual Statement of Accounts from 1 <sup>st</sup> April 2018 to 31 <sup>st</sup> March 2019. c) Cllrs to propose acceptance of the financial statement for the period of 1 <sup>st</sup> to 30 <sup>th</sup> April 2019. d) Cllrs to consider a grant application for the village hall. e) Cllrs to approve payments to be made. f) Cllrs to approve appropriate training for Cllrs.
<b>15</b>	<b>Annual Governance and Accountability Return 2018/19</b> a) Cllrs to approve the Annual Governance Statement for 2018/19 b) Cllrs to approve the Accounting Statements for 2018/19 c) Cllrs to approve and sign the Certificate of Exemption
<b>16</b>	<b>Cllrs to receive updates on the following:</b> a) Neighbourhood Development Plan b) Playground and Trees c) Lengthsman Scheme
<b>17</b>	<b>Meetings for 2019/20</b> Cllrs to agree a schedule of dates for 2019/20 (details circulated)

**Members of the public and press are welcome to attend**