

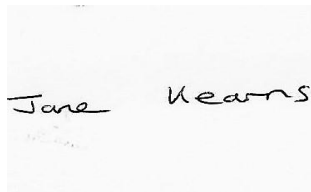
Kelfield Parish Council

THE ANNUAL MEETING OF THE PARISH COUNCIL

Dear Councillor,

I hereby give you notice that the Annual Meeting of Kelfield Parish Council will be held in the Village Institute on **Wednesday 9 May 2018 commencing at 7.30pm**, or immediately following the Annual Parish Meeting

All members of the Council are hereby summoned to attend to consider and resolve the business to be transacted at the meeting as detailed on the agenda set out below.



Clerk to the Council

Dated 4 May 2018

Please note that prior notification to the Clerk should be given by anyone wishing to use recording devices of any kind during the Meeting, this includes mobile phones, in order that suitable arrangements may be made to accommodate requirements.

AGENDA

- 1 To Elect a Chairman for the ensuing year**
- 2 To Receive the Chairman's Declaration of Acceptance of Office**
- 3 To receive Apologies for absence and Declarations of Interest/Dispensations**
- 4 To Elect a Deputy Chairman for the ensuing year**
- 5 To appoint Representatives to outside bodies/other appointees for the year 2017-18**
 - 5.1 Internal Auditor 2018-19
- 6 Approval of the Accounts for Audit for the Year Ending 31 March 2018**
 - 6.1 Completion by members of the Annual Governance Statement
 - 6.2 Notice of Audit
 - 6.3 To approve the updated Asset Register 2018
 - 6.4 Review of the Scope and Terms of Reference for the Internal Audit
 - 6.4.1 Report of Internal Auditor on the unaudited accounts for 2017-18
 - 6.4.2 To receive and approve the Unaudited Accounts for the year ending 31 March 2018
- 7 To fix the dates of meetings for the ensuing municipal year**

*The Parish Council may, by resolution, exclude the press and public whenever publicity would be prejudicial to the public interest by reason of the nature of the confidential business to be transacted, in accordance with Section 100(4) of the Local Government Act 1972, if there will be disclosure of exempt information as defined in Section 100(1) of the Act as described in paragraph 3 of Part 1 of Schedule 12(A) of the Act.