

UTKINTON AND COTEBROOK PARISH COUNCIL

THE ANNUAL GENERAL MEETING OF UTKINTON AND COTEBROOK PARISH COUNCIL WILL BE HELD ON

TUESDAY 8th May 2018 AT 7.00pm AT UTKINTON VILLAGE HALL

A G E N D A

1. To appoint the Chairman for 2018/2019 and receive the Chairman's declaration of office
2. To receive apologies for absence and declaration/s of interest
3. To appoint the Vice Chairman for 2018/2019 and receive the Vice Chairman's declaration of office
4. Receive Acceptance of Office and to review Declarations of Interest for all Councillors present

5. To note the minutes of the Annual General Meeting held on 9th May 2017 (attached) and consider any matters arising
6. To consider/agree:
 - establishment, membership and terms of reference of any Committees/Working Groups
 - representation on external bodies
 - individual responsibilities for specific business
7. To consider/agree annual subscriptions:
 - Information Commissioner – £35.00 (Data protection)
 - Cheshire County Playing Fields Assc. – £18.00
 - Currys PC World - £102 (paid by monthly direct debit of £8.50) (Insurance for Clerks Laptop.
 - Society of Local Council Clerks £84 (2017/18 - £72) (Professional Association for Clerk providing training, support & opportunity to study for professional qualifications.
 - CHALC - £219.96 (2017/2018 – £213.85) Agreed & paid at April meeting
 - Mid-Cheshire Footpath Society – £8.00 Agreed & paid at April meeting
 - Cheshire Community Action – £20.00 Agreed & paid at April meeting
8. To review and agree bank signatories
9. To review the Council's insurance renewal (schedule attached) and agree payment premium - £449.21
10. To appoint the Internal Auditor for 2018/2019
(current – Book-Keeping and Internal Auditing Services, Phil Sanders)
11. To agree the schedule of meetings for 2018/2019
Tuesdays at 7.30pm alternately at the Cotebrook and Utkinton Village Halls on;

<u>Cotebrook</u>	<u>Utkinton</u>
	12 th June 2018
10 th July 2018	August (No Parish Council meeting)
	11 th September 2018
9 th October 2018	13 th November 2018
11 th December 2018	8 th January 2019
12 th February 2019	12 th March 2019
9 th April 2019	14 th May 2019 (inc. Annual Parish/meeting & AGM)

Anita Langford
Clerk & Responsible Financial Officer
Utkinton and Cotebrook Parish Council
27th April 2018