

# SWINDON PARISH COUNCIL

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## NOTICE OF MEETING

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Councillors ARE HEREBY SUMMONED to attend the ANNUAL MEETING of SWINDON PARISH COUNCIL in **Swindon Village Hall, Church Road** on **Tuesday 10<sup>th</sup> May 2016 at 7.30pm**.

The public and press are invited to attend to observe proceedings. The public may participate during the public session of the meeting.

Shaun Cullimore  
Proper Officer of the Council  
3<sup>rd</sup> May 2016

## A G E N D A

- 1 To receive apologies
- 2 To elect a Chairman for 2016-2017
- 3 To elect a Vice-Chairman for 2016-2017
- 4 To receive Declarations of Interest
- 5 Adjournment for the Public Session  
*Members of the public are welcome to attend meetings of the Council. Questions may be put to the Council during the Public Session.*
- 6 To consider the minutes of the previous meeting
  - Matters of accuracy
  - Matters arising
- 7 To consider accounts payable (see overleaf)
- 8 To review and approve the Annual Return and related documents
  - Section 1 – Annual governance statement
  - Section 2 – Accounting statements
  - Bank reconciliation
  - Statement of variances
- 9 To review and approve the following Council documents
  - Standing Orders
  - Financial Regulations
  - Code of Conduct
- 10 To consider planning and licensing matters
- 11 To consider Clerk's pay
- 12 To revise the bank mandate
- 13 To consider arrangements for the Annual Parish Meeting
- 14 To consider the proposal to enhance the park and other initiatives
- 15 To consider the state of footpaths in the parish
- 16 To receive feedback on the JCS examination and consider next steps
- 17 To receive reports

## Accounts Payable

<u>Description</u>	<u>Sub-Total</u>	<u>Total</u>	<u>Cheque Number</u>
Clerk			
• Salary (ref 1617-007)	£366.30		
• Expenses (ref 1617-007)	£32.00		
• Web site hosting (ref 1617-003)	£3.30		
• Purchase of envelopes (ref 1617-004)	£2.10		
		£403.70	962
Cotswold District Council (ref 1617-008) (printing May Village News)		£198.75	963