**Ingworth Parish Council**

**Clerk to the Council: Kirsty Cotgrove, Bodgers Field, Norwich Road, Briston, NR24 2BB**

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**To members of Ingworth Parish Council**

You are summoned to attend the Annual Parish Council Meeting of Ingworth Parish Council which will be held at 7:30pm on Thursday 9th May 2019 in the Reading Room, Ingworth. The business to be conducted is given below:

1. (i) To elect a Chair for 2019-20

(ii) To elect a Vice Chair for 2019-20

1. Chair’s welcome and apologies for absence
2. Declarations of Interest & dispensations to speak
3. To agree the minutes of the Parish Council Meeting held on Thursday 7th February 2019
4. Matters Arising
5. Planning
6. Finance

(i) To approve the financial statement

(ii) To approve the following payments:

 K. Cotgrove - Clerk’s salary for May meeting £ 250.00

 Norfolk ALC – renewal of subscription £ 115.39

 Jo Boxall – Internal audit £ 30.00

 E.On – electricity direct debit (taken 5th February 19) £ 29.00

 Came & Company – insurance renewal £ 396.12

(iii) To note the following receipt:

 NNDC – precept 1st instalment £ 1382.00

1. Annual Governance and Accountability Review 2018-19
2. To declare the Parish Council exempt from External Audit for 2018-19
3. To receive the Internal Auditor’s Report for 2018-19
4. To approve the Annual Governance Statement 2018-19
5. To approve the Accounting Statements 2018-19
6. To update on the Vattenfall wind farm application
7. To update on Highways issues, including consideration of speed reduction projects
8. To agree an insurance policy
9. To explore uses for the Reading Room
10. To discuss the Environment Agency scheme for the flood plain
11. To update on the Mill House renovation
12. To agree the 2019 grass cutting contract
13. To review and sign the following policies:
14. Annual Review of Internal Audit
15. Annual Review of Internal Control
16. Financial Regulations
17. Asset Register
18. Risk Management Policy
19. Correspondence
20. Local Plan consultation
21. Interim tree report
22. Bridge inspection
23. Items for discussion at the next meeting
24. Date of next meeting

**Kirsty Cotgrove, Clerk, 3rd May 2019**