*Mrs Dina Bedwell*

*22 Great Harlings*

*Shotley Gate*

*Ipswich*

*IP9 1NY*

***BRUNDISH PARISH***

***COUNCIL***

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Dear Councillor

You are summoned to attend a **Meeting of the** **Brundish Parish Council** due to be held on Tuesday 12th March 2019 at 7.45pm in the Village Hall. If you are unable to attend, please notify the Chairman or the Clerk in writing.

Yours sincerely,

Mrs Dina Bedwell

Clerk to the Council

**BRUNDISH PARISH COUNCIL MEETING**

Chair: Mr A Bryant Clerk: Mrs D Bedwell

**Telephone: Clerk- 01473 788510 brundishparishclerk@msn.com**

March 7th 2019.

A meeting of the Parish Council will be held on Tuesday, 12th March 2019 at 7:45pm, at the Village Hall. All Councillors are requested to attend this meeting. All parishioners are also invited to attend. The meeting is open to the public and any members of the public wishing to raise a matter on the agenda should speak at item 3.

1. **To receive apologies for absence**
2. **To receive any declarations of interest with regards to items on the agenda and additions to register**
3. **Meeting open for 5 minutes to allow members of the public to speak**
4. **To receive County Cllr M Hicks’ report**
5. **To approve the minutes of the Parish Council Meeting held on 8th January 2019**
6. **To receive report and consider matters pertaining to the Village Green (including play area)**
7. **Planning matters:**
	1. To consider applications received and note planning decisions
	2. Matters pertaining to “The Crown”
8. **Finance**
	1. To approve accounts for payments and note receipts and bank balances
	2. To review adequacy of insurance, including cross-referencing of assets
	3. To approve system for the grass cutting contract
9. **Administration:** To review and approve Parish Council statutory documents and policies as follows:
	1. Financial Regulations
	2. Statement of Internal Controls
	3. Standing Orders
	4. Financial Risk Assessment
	5. Salc Internal Auditor Terms of Reference
	6. Risk Assessment
	7. FOI Model Publication Scheme
	8. Electronic Communications Policy
	9. GDPR related policies and documents
10. **To approve the appointment of the Responsible Financial Officer and Internal Auditor**
11. **To note any other correspondence received and agree action needed**
12. **Chair’s urgent business:** any items not on this agenda but of such urgency as to merit, in the Chair’s opinion, immediate action
13. **Reports from Councillors/ items for addition to the next agenda**
14. **Elections 2019 - Brief**
15. **Date of next meeting**: 16th April 2019