

Marchwood Parish Council

Marchwood Village Hall
Village Centre
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14th May 2013

Dear Councillor

The Annual Meeting of the Parish Council will be held in the Pine Room, Marchwood Village Hall, on Monday 20th May 2013 at 7.30pm, you are summoned to attend.

Yours sincerely

Clerk to the Council

AGENDA

1. **Election of Chairman & Declaration of acceptance of office**
2. **Election of Vice Chairman**
3. **Apologies for absence**
4. **Declarations of Interest**
5. **Appointment of Standing Committees** Appendix A
6. **Public participation** - may speak for up to three minutes.
7. **Chairman's report**
8. **Minutes:** To confirm the minutes of the meetings held on 18th March and 25th March 2013.
9. **Appointment of representatives to outside bodies 2013/14** Appendix B
10. **Appoint the Staffing Panel**
11. **Report from New Forest District Councillors**
12. **Report from Hampshire County Councillor**
13. **Reports of Representatives to Outside Bodies**
14. **Committee Minutes:** to receive as follows:
Amenities: 15th April 2013
Planning: 8th April 2013
Policy & Resources: 22nd April 2013
15. **Finance:**
 - a) To approve the accounts for the year ended 31st March 2013. Appendix C
 - b) To receive the Annual Return – Statement of Accounts and Annual Governance Statement for the year ended 31st March 2013. Appendix D
 - c) To record that arrangements have been made for the external audit to be completed and the return to be done in the prescribed manner.
 - d) To record that exercise of Electors Rights re. The accounts will be advertised as required for 14 days from 3rd June 2013.
 - e) To receive the final internal audit report for 2012-13 (Appendix E) and to set up a working party to review the recommendations from both the internal and external audits.
 - f) To record that the Precept figure requested from New Forest District Council was £211,556 which included £10,705 Identifiable grant and £310 Transitional grant.
16. **To review and renew the Parish Councils insurance:** Appendix F.
17. **To renew and sign The Handy Trust Service Level Agreement for the period 1st April 2013 to 31st March 2016:** Appendix G.

Members of the public are welcome to attend meetings of the Parish Council. Copies of items referred to in the agenda are available from the Parish Council office on request.