

**The next meeting of Stansfield Parish Council will take place on Monday 19<sup>th</sup> March 2018 at 7p.m. in Stansfield Village Hall.**

**Members of the public are welcome. There will be an Open Forum at the start of the meeting to give members of the public and opportunity to speak to councillors informally about items on the agenda. Members of the public may stay and observe the rest of the meeting but may not address the Council.**

#### **AGENDA**

1. To accept apologies and reason for absence.
2. Declaration of interest by Councillors in items on the agenda.
3. To approve the minutes of the meeting held on Monday 15<sup>th</sup> January 2018
4. County Councillors Report
5. District Councillor's report
6. Police issues
7. To receive an update on the list of actions agreed at the last meeting
8. To discuss the following financial issues:
  - a) Approval of payments and signing of Schedule of Payments
  - b) Approval of payments authorised between meetings
  - c) To receive a statement of receipts and payments (including online payments) made since the last meeting
  - d) To receive a statement of receipts for the financial year 2017/18
  - e) To review all regular payments including the clerk's salary and approve payments relating to these services for 2018 - 2019
  - f) To review the verge cutting and decide if the Council would like to arrange an additional cut again in 2018/19
  - g) To review the clerk's salary for 2018/19 and approve online payment.
  - h) To check the PAYE details and tax code for the clerk's salary
  - i) To review the income and expenditure for 2017/18 against the budget and discuss the level of reserves for general and earmarked expenditure
  - j) To review the register of fixed assets and insurance values and check that the level of insurance cover is adequate
  - k) To review the Council's risk assessment
  - l) To check that the levels of liability insurance are adequate
  - m) To review the Council's Financial Regulations Orders and ensure that they are being complied with
  - n) To appoint an internal auditor to check the Council's system of internal controls and review the effectiveness of the internal audit. The internal auditor must be independent from the Parish Council.
  - o) Councillor to check the accounts and complete the checklist of internal controls including salary details and PAYE tax codings
  - p) To review the effectiveness of the Council's internal controls
  - q) To nominate a councillor to inspect the Council's property for damage or defects by 30<sup>th</sup> April 2018 and complete the inspection checklist.
  - r) To review the Council's Standing Orders
9. To discuss any planning issues
10. To discuss any highways/Rights of Way issues/tree/transport issues
  - a) Email from SCC Highways re its Community Self Help Survey
11. Update on preparations for GDPR
  - a) Risk assessment
  - b) Security of data and measures we need to take to protect data
  - c) Checklist for councillors
12. To discuss any village issues:
  - a) Ideas to commemorate the Centenary of the Armistice on the Western Front in WW1
  - b) Possibility of siting a mobile phone antenna on the church
  - c) Email from Stansfield Village Hall asking if the Parish Council would be able to give £500 towards the cost of refurbishing the play area.
13. To discuss the following correspondence:
  - a) Consultation on the proposed ward boundaries following the merger of Forest Heath District Council and St Edmundsbury Borough Council
  - b) Email from Suffolk Neighbourhood Watch Association requesting a one-off donation of £50 to help them run the scheme now that they have taken over responsibility for the scheme from Suffolk Police and asking if Stansfield would be interested in joining the scheme.

- c) Email from Community Payback asking if there are any village projects they can help with
  - d) Email from Team Big Things about a TV show which will be funding numerous public art projects around the country and asking if Stansfield residents would like to nominate their own village to win the chance of creating a new landmark for their community
14. Any other business for noting or including on the agenda of the Annual Meeting of the Parish Council on Monday 21<sup>st</sup> May 2018