

PLESHEY PARISH COUNCIL

You are hereby summoned to attend a meeting of Pleshey Parish Council at Pleshey Village Hall on Wednesday **21st February 2018 at 8pm** for the purpose of transacting the following business.

Agenda

- 1. Chairman's Welcome**
- 2. Apologies**
- 3. Declarations of interests (existence and nature) with regard to items on the agenda.**
- 4. Request for dispensation**
- 5. Public participation session**
- 6. Report from ECC and CCC attending Councillors**
- 7. Confirmation of the Minutes of the last meeting of the Council held on 17th Jan 2018**
- 8. Planning for Consideration**

Reference: 18/00198/LBC

Address: Vale House The Street Pleshey Chelmsford

Description of works: Single-storey domestic detached garage.

Please return your comments to us by: 1st March 2018

9. Financial Report

9.1 Bank account status

Business Current Account	£ 10,638.99
Business Savings Account	£ 6,587.59

Income : £379.80 - The last payment of the transparency fund .
 £66.00 - to cover the bank account expenses incurred

9.2 Payments to be approved

Cheque	Payee	Item	£
100736	MG Howard	Final Internal Audit 2016/201	125
100735	Pleshey Parish News	Annual Subscription for Clerk	15
	W Adshead-Grant	Clerks Salary and Expenses	325 (est)
	HMRC	PAYE	35
	Essex Pension Fund	Feb Payment	43
	Pleshey Village Hall	Annual Hall Hire	178

10 Clerk's Report

Correcting any issues from the Pre audit report , Pleshey Mount maintenance ,

11. **Grant request from Family Friday Club**
12. **Welcome Pack for Pleshey**
13. **Update on Information Boards or Brass Plaques on walks or around the village**
14. **Pleshey Support Group - Funding request for £300**
15. **Can we improve Mobile Reception (Mount blocks reception ?) - Cllr Gardener**
16. **Should we have the December meeting earlier in the month ?**
17. **Confirmation of superfast Broadband speeds**
18. **Pleshey Community Development trust - constitution and charity status**
19. **Can we consider moving the 16th May meeting to the 15th May ?**
20. **Review and adopt the Document retention policy**
21. **April 18 - Apologies Cllr Mallender**
22. **Details on the EALC Community Fund**
23. **Should we have an emergency phone ?**
24. **Update on the Trees at the Bridge**
25. **Vision and strategy - Communications and Info**
26. **Annual Review of the Parish Council Assets 2017**
27. **Annual Review of the Risk register 2017**
28. **External Auditors report 2016-2017**

'The annual return was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when submitting next year's annual return.

Section 2 box 2 the annual precept does not agree to the figure notified to us by the precepting authority. The figures in Boxes 2 and 3 should read £6547 and 12257 respectively. All grants , including Council Tax support grant , should be shown in box 3 as per the guidance notes on the annual return."
29. **Internal Auditors report 2016-2017**

Recommendation:

Regarding the external auditors report, appropriate changes being made in the process for approving the 2018 ANual Return including adjustments required to the figures in Section 2. The annual risk assessment, asset register and insurance cover giving due consideration to the new 'practitioners guide.

Ensuring key financial issues (such as recording the 2017 auditors report, approving the next years precept and the annual risk review) are adequately recorded in the Councils Minutes to ensure the Councils good corporate governance can be demonstrated if required.
30. **Approval of the annual return 2016-2017**

- 31. Confirmation of the 2018 Precept of £7480**
- 32. Clerk's annual Appraisal**
- 33. Year End Bank Reconciliation**
- 34. Discuss and adopt the publication scheme**
- 35. The Clerk will start the CilCa course in April. Great Waltham Parish Council will underwrite the cost if Pleshey Parish Council pays towards this cost based on hours. Total cost after Bursary and refund for Passing is £216.25 based on hours employed this would be a contribution of £39 to Great Waltham Parish Council.**
- 36. Matters to be raised by members for the next agenda**
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