

**CLARBOROUGH AND WELHAM PARISH COUNCIL**

I hereby give you notice that the Annual Meeting of the Clarborough and Welham Parish Council will be held in the Clarborough Village Hall, Main Street, Clarborough on

**Monday 14th May 2018 at 7.00pm**

All Members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

Dated this 8th May 2018

*Mrs W Davies*

Parish Clerk

- 1 Election of Chairman
- 2 Election of Vice-Chair
- 3 To receive signed Declarations of Office
- 4 To receive apologies for absence
- 5 To receive any Declarations of Interest in any items on the agenda
- 6 Open session for members of the public to speak
- 7 To appoint memberships of working parties for 2018-19
- 8 To appoint the Internal Auditor for 2018-19
- 9 To review signatories for the Nat West Bank 2018-19
- 10 To review the Financial Risk Assessment for 2018-19
- 11 To approve the Annual Governance Statement for 31st March 2018
- 12 To approve the Annual Statement of Accounts for 31st March 2018
- 13 To review the Financial Regulations and Standing Orders
- 14 To review the following polices - H&S, Equality Act and Complaints Procedure
- 15 To adopt General Data Protection Regulations for compliance
  - a) To adopt the Data Map,
  - b) To adopt the Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy
  - c) To adopt Privacy Notices
  - d) To receive completed Security Complinance checklists from all Councillors
  - e) To confirm that the Parish Council is already registered as a Data Controller with the ICO
  - f) To note that Parish Councils are now exempt from the appointment of a Data Protection Officer
- 16 Finances - to approve payment of May wages
- 17 To consider the following planning application

**Application: 18/00533/LBA**

**Proposal:** Erect detached three bay garage with auxiliary accommodation at first floor level, erect an orangery on the rear elevation to the main dwelling and a replacement detached single garage

**Location:** Yew Tree Farm, Main Street, Welham
- 18 Time and date of the next Parish Council Meeting