

8<sup>th</sup> May 2019

## To all Members of the Parish Council

You are hereby summoned to attend the **Annual Meeting of the Parish Council** on **Tuesday 14<sup>th</sup> May 2019** at 7.30pm in the Village Hall, Cottered, for the purpose of transacting the following business.



**Denise Anderson**  
Clerk to the Council  
[clerk@cottered.org.uk](mailto:clerk@cottered.org.uk)

## AGENDA

1. **Election of Chairman 2019-2020**
2. **Election of Vice Chairman 2019-2020**
3. **Apologies**  
To receive apologies for absence
4. **Declarations of Interest**  
To receive any declarations of interest in items on the agenda
5. **Public Participation**  
To suspend standing orders to allow parishioner and public comments
6. **Minutes of Meeting**  
To receive and confirm minutes of the Parish Council meeting held on Tuesday 12<sup>th</sup> March 2019
7. **To review and re-adopt Cottered and Throcking Parish Council documentation**

Standing Orders	Code of Conduct
Financial Regulations	Risk Assessment
Register of Assets	Complaints Procedure
Publication Scheme	Training Policy
8. **Chairman's Report**
9. **Finance**
  - 9.1 To note Finance Report and authorise payments (Report tabled)
  - 9.2 **Annual Governance and Accountability Return 2018-19**
    - I. Council to formally certify by resolution that it meets the qualifying criteria for exemption
    - II. The Chairman and Responsible Financial Officer to sign and date the Certificate of Exemption
    - III. To formally approve the Internal Auditors Report
    - IV. To formally approve the Annual Governance Statement and signed by the Chairman
    - V. To formally approve the Summary Accounting Statements and signed by the Chairman
  - 9.3 To discuss the change of signatories to the Parish Council bank mandate
10. **Planning**
  - 10.1 To receive Planning Report (Report tabled) and current Planning Applications  
**3/19/0817/FUL** Hertfordshire Guide Centre Baldock Road Cottered Buntingford Hertfordshire SG9 9QP
11. **Highways**
  - 11.1 The Junction of the A507 and The Crescent – to consider the quote for installing the purchased traffic mirror
12. **Parish matters**
  - 12.1 Children's Playground – to report on the installation progress of the four replacement safety surfaces
  - 12.2 Replacement Litter Bins – to consider the quote for installing the three new bins
13. **Communication between Parish Council and Recreation Ground Trust (Parish Trust)**  
To discuss a mechanism to ensure effective communication between the two organisations
14. **Clerk's Report and Correspondence**  
To receive Clerk's Report and note correspondence received not on the Agenda
15. **Date of next meeting**  
**Annual Parish Meeting 21<sup>st</sup> May 2019** (9<sup>th</sup> July 2019, 10<sup>th</sup> September 2019, 12<sup>th</sup> November 2019, 14<sup>th</sup> January 2020, 10<sup>th</sup> March 2020)

*Members of the public are warmly welcomed but are reminded that, unless invited to do so by the Chairman, they are only permitted to speak during the public sessions.*