**FOULNESS ISLAND PARISH COUNCIL**

**NOTICE IS HEREBY GIVEN** that the Annual Meeting of the Foulness Island Parish Council will take place on Wednesday **18th April, 2018**, in Lodge Farm Staff Premises, Foulness Island, commencing at **7.45 p.m**.

This meeting will be open, in part, to the press and members of the public.

**ALL MEMBERS of the COUNCIL ARE HEREBY SUMMONSED** to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

Signed: Date:

John Watson.

Clerk to the Foulness Island Parish Council.

**AGENDA**

1. **The Chair to declare the meeting open.**
2. **To elect a Chair of the Foulness Parish Council for the 2018/2019 Term of Office**
3. **The elected Chair of the Parish Council to sign the Statutory Declaration of Acceptance of Office**
4. **To elect a Vice Chair of the Foulness Parish Council for the 2018/2019 Term of Office**
5. **To receive apologies for absence.**
6. **To receive Declarations of Interest in accordance with the Council’s Code of Conduct and with section 106 of the Local Government Finance Act 1992.**
7. **To sign as a correct record the minutes of the Full Council meeting held on 14th March, 2018** *(minutes attached).*
8. **To receive a report from the District and County Councillors for the area on any matters of interest.**
9. **Financial Matters**
10. To approve
11. Bank Reconciliation as at 31st March, 2018 *(copy to be circulated).*
12. Payment requests for March/April 2018 *(schedule to be circulated)*
13. Receipts for March/April 2018 *(schedule to be circulated).*
14. **Annual Internal Audit Report**
15. To note the Annual Internal Audit Report 2017/18 in the Annual Return (Annual Governance and Accountability Return 2017/18 Part 2 (Page 4). *(Copy to be circulated).*
16. **Statement of Accounts.**
17. To approve and sign the Statement of Accounts for the Financial Year ending on 31st March, 2018 *(Statement of Accounts to be circulated).*
18. **Annual Return**
19. To approve and sign the Certification of Exemption from the limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. (Annual Governance and Accountability Return 2017/18 Part 2 (Page 3). *(Copy to be circulated).*
20. To approve and sign Section 1 – Annual Governance Statement 2017/18 in the Annual Return (Annual Governance and Accountability Return 2017/18 Part 2 (Page 5). *(Copy to be circulated).*
21. To approve and sign Section 2 – Accounting Statements 2017/18 in the Annual Return (Annual Governance and Accountability Return 2017/18 Part 2 (Page 6). *(Copy to be circulated).*

1. **Charitable Trust**
2. To receive a report from the Clerk regarding the cost of setting up a Charitable Trust in respect of the Parish Council Play Area and to agree the action to be taken.
3. **Post Office**
4. To receive an update regarding the possible provision of a Post Office on Foulness Island.
5. **Clerk’s Report**
6. To receive a report from the Clerk about various outstanding matters to include
7. Data Protection
8. Bank Mandate
9. **The meeting will stand adjourned to permit Parishioners of Foulness Island to address the Council.**
10. **At the Chair’s discretion for Councillors to exchange information on matters relating to the Parish.**
11. **Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and the public be excluded and they are instructed to withdraw.**
12. **Tenders re Parish Burial Ground**
13. To consider the tenders received in respect of the Parish Burial Ground and to agree the action to be taken.

Issued 5th April, 2018.