



## KETTLEBURGH PARISH COUNCIL

**There will be an annual meeting of the Parish Council  
in the Village Hall  
on Thursday 12<sup>th</sup> May 2016 at 7:30pm**

**The press and public are invited to attend**

The meeting will assemble in OPEN SESSION, Open Session will then be CLOSED and the Parish Council Meeting will commence.

## AGENDA

- 1 Receive Apologies for Absence**
- 2 Election of Chairman and Vice-chairman**
- 3 Declaration of Acceptance of Office** from Chairman
- 4 To receive members' declarations of interests regarding agenda items**
- 5 Minutes**
  - To approve and sign minutes of the meeting held on 25<sup>th</sup> February**  
(circulated and posted in draft form on the website and notice board)
- 6 To receive reports from County and District Councillors**
- 7 Council member number adjustment difficulties**
  - Framlingham Town Council are suggesting recent complications added to the legally defined process are unnecessary
- 8 HM The Queen's 90<sup>th</sup> Birthday Celebrations**
  - Discussion on implementation of the commemorative artefact
- 9 Defibrillator**
  - Update after village hall committee agreed to installation
- 10 Increasing coverage of Parish Email Distribution List**
- 11 Finance**
  - a Approval of Financial Statement
  - b Approval of payments schedule
  - c To receive and approve Accounts for year ended 31 March 2016
  - d To complete and sign the Annual Return governance statements
  - e To approve and sign the Annual Return accounting statements
- 12 A.O.B. (not matters of substance)**
  - including matters for next meeting
- 13 Further meetings**
  - To be agreed - proposed dates are 11<sup>th</sup> August 2016, 10<sup>th</sup> November 2016, 23<sup>rd</sup> February 2017, 11<sup>th</sup> May 2017
- 14 Close meeting**

Please Note: Council meetings may be filmed or recorded. Those wishing to do so are requested to contact the Clerk before the meeting. Those wishing not to be filmed should contact the Clerk and will be seated in an area designated for the purpose.

  
Martin Sims  
Clerk to the Council  
6<sup>th</sup> May 2016