

Agenda for Westonbirt with Lasborough Parish Council Annual General Meeting
to be held on 3rd May 2017 at Woodlands House Westonbirt
commencing at 1830 hrs

1. Election of Chairman
2. Election of Vice-Chairman
3. Acceptance of Office by Chairman and Vice-Chairman
4. Confirmation of Accuracy of Minutes of last AGM
5. Matters arising
6. Review of Inventory of Land and Assets including Buildings and Office Equipment
7. Review of Annual Internal Audit Report 2016/17
8. Review and Signing of Annual Governance Statement 2016/17
9. Review of Finance 2016/17 – Accounts, Bank Reconciliation, Property and Investment Register
10. Review and Signing of Accounting Statements 2016/17
11. Review of the council's and/or staff subscriptions to other bodies
12. Review and adoption of Standing Orders
13. Review and adoption of Financial Regulations
14. Confirmation of arrangements for insurance cover in respect of all insured risks
15. To agree that the Risk Management Policy will be reviewed at the next council meeting
16. To agree that an annual programme for the review of other policy and procedural documents will be agreed at the next council meeting
17. Approval of 2017/2018 Budget payments
18. Review of actions from Annual Parish Meeting 2017, see Draft Minutes
19. To agree the time and place of four ordinary Council Meetings up to the next AGM in May 2018
– *Councillors please bring diaries*

N.B. All necessary documents are either available on the parish council website or hyperlinks have been provided to the relevant external website.