

LAKENHEATH PARISH COUNCIL
NOTICE OF THE ANNUAL GENERAL MEETING OF THE PARISH COUNCIL
METHODIST CHAPEL, BACK STREET, LAKENHEATH
ON MONDAY 13th MAY 2019 at 7:00PM

1. Election of Chairman and to Receive Declaration of Acceptance of Office from all Councillors
2. Apologies for Absence
3. Declarations of Interest
4. Election of Vice Chairman
5. Police Matters
6. Confirmation of Minutes of Meeting held on 1st and 10th April 2019
7. Representations from Members of the Public
8. Reports & Questions:-
 - (a) RAF Commander Lakenheath
 - (b) Forest Heath District Council
 - (c) Suffolk County Council
9. Planning Matters:-
 - (a) To receive report from Planning Committee
 - (b) To consider any other outstanding applications/matters/including Lakenheath Hall
 - (c) To appoint Members to the Planning Committee
10. Lakenheath Cemetery
 - (a) To receive a Cemetery Report
 - (b) To confirm Grant of Exclusive Rights of Burial
 - (c) To appoint members to the Cemetery Committee
11. Financial Matters including:-
 - (a) Payments of Accounts
 - (b) Bank Reconciliation
 - (c) Bank Signatories
 - (d) Lakenheath Playingfields Annual Grant
 - (e) Approval of Accounts y/e 31 March 2019
 - (f) Completion of Annual Return – Section 1 Annual Governance
 - (g) Completion of Annual Return – Section 2 Accounting Statements
12. Annual Review of Policies and Procedure:
 - (a) Standing Orders
 - (b) Financial regulations
 - (c) Review of Land and Assets
 - (d) Insurance cover
 - (e) Subscriptions/Memberships
 - (f) Complaints Procedure
 - (g) Data Protection Policy
 - (h) Media Policy
 - (i) Employment Policies
 - (j) S137 Expenditure
13. Remembrance Day Parade
14. Telephone Box
15. Keep Lakenheath Tidy
16. Litter Bins
17. Items for Future Meetings
18. Such other business which, in the opinion of the Chairman, should be considered as a matter of urgency
19. To note date of next Meetings: Monday 20st May 2019 Annual Parish Meeting (Peace Memorial Hall)
Monday 3rd June 2019

A PARISHIONER MAY RAISE AN ISSUE OF CONCERN AT ITEM 7 OF THE AGENDA - 15 MINUTES WILL BE ALLOWED FOR THIS ITEM AND SPEAKERS WILL BE RESTRICTED TO 3 MINUTES

(There will be no discussion or decisions made relating to any matter raised by a member of the public)

THE PRESS & PUBLIC ARE WELCOME TO ATTEND THIS MEETING