

KNEBWORTH PARISH COUNCIL

Serving the community since 1894

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3 May 2019

To; Councillors Charter, Conybeare, Farr, Harrison, Hemingway, Godfrey, Jobling, Nash, Stringer, Trowbridge, Willcocks, Ward

You are summoned to the **Annual Meeting of the Parish Council** to be held in **Village Hall, Knebworth** on **Wednesday 8 May 2019** at **8.30 p.m.**

Yours sincerely

Claire Graham (Mrs)
Parish Clerk

To assist in the speedy and efficient dispatch of business, members requiring further information on issues included in the Agenda are requested to enquire prior to the meeting.

AGENDA

1. Election of Chairman.

To elect a Chairman of the Council to hold office until the election of a successor at the next Annual Meeting of the Council and sign Declaration of Acceptance of Office

2. Election of Vice - Chairman.

To appoint a Vice-Chairman of the Council to hold office until the appointment of a successor at the next Annual Meeting of the Council

3. Apologies

To receive and accept apologies for absence.

4. To receive Declarations of Interest and dispensation

5. Minutes

To resolve that the minutes of the meeting of the Council held on 10 April 2019 be signed as a correct record.

6. To Note the minutes of Committee Meetings

Planning and Environment Committee meeting held on 10 April 2019

7. To review Knebworth Parish Council Documentation

7.1 Standing Orders

7.2 Financial Regulations

8. To Review of Terms of Reference for Committees and Working Parties

9. Appointment of Members to Committees

To receive nominations to standing committees and appointment of chairmen.

10. Review of representation on external bodies and arrangements for reporting back

10.1 Knebworth House Education and Preservation Trust. (Chairman)

10.2 Knebworth Village Trust (Chairman and Vice Chairman)

10.3 Knebworth Youth Project

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- 11. Review of Inventory of land and assets**
- 12. Review of the Council's policy for dealing with press/media**
- 13. Meeting Schedule**
To set the dates, times and place of Council and Committee meetings for the Council year.
- 14. To Receive an Update from Working Parties**
To receive an update on the progress of the Acquisitions working party
- 15. Clerk's Report**
To receive a report from the clerk
- 16. Finance**
 - 16.1 To receive and approve annual accounts for the year ending 31 March 2019
 - 16.2 To review the Internal Auditor's Report for 2018/19
 - 16.3 To review and approve Annual Governance Statement 2018/19 (AGAR section 1)
 - 16.3 To review and approve the Accounting Statement 2018/19 (AGAR Section 2)
 - 16.4 To review and approve the List of Payments 1 - 30 April 2019
 - 16.5 To review and approve list of regular payees
 - 16.6 To consider quotations
 - 16.6.1 Replacement equipment
 - 16.6.2 Repairs and improvements to fire equipment
 - 16.7 To approve signatories for bank mandate
- 17. Any Other Business**

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