**DIDDLEBURY PARISH COUNCIL**

**By Order of the Chairman:**

**A meeting of Diddlebury Parish Council will be held at**

**DIDDLEBURY VILLAGE HALL on WEDNESDAY 22nd MAY 2019 at 7.30pm**

**when members are summoned to attend to deal with the Agenda business.**

**Signed: Jean de Rusett, Clerk Dated 15th May 2019**

**Clerk's address:**

**The Grange, Leinthall Earls, Leominster, Herefordshire HR6 9TS**

**Tel: 01568 770640** [**diddleburypc@gmail.com**](mailto:diddleburypc@gmail.com) **www.diddleburyparish.co.uk**

**AGENDA**

1. **To record those present and to receive apologies for absence**
2. **To receive declarations of pecuniary or personal interests relating to this meeting or dispensations in respect thereof.**
3. **Public involvement session -** 10 minutes allocated for residents to raise parish council related issues.
4. **Minutes:** To approve the Minutes of the Meeting on 27th March 2019

1. **Matters Arising**: To deal with matters arising from the Minutes of 27th March 2019.
2. **Reports from:** Chairman, Unitary Councillor Motley and Parish Council members

1. **To consider communications and correspondence**.
2. **To consider minor highway and environmental matters**.

**9. 2018/2019 Audit:**

09.1 – To consider and note Internal Auditor’s Report for financial year 2018/2019 and her report in AGAR Part 2.

09.2 – To consider and approve end of year bank reconciliation and schedule of receipts and payments.

1. **2018 – 2019 Annual Governance & Accountability Return**

To consider, approve and adopt Annual Governance & Accountability Return:-

10.1 – To resolve to request an exemption from a limited review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

10.2 – To approve and sign the Certificate of Exemption

10.3 – To approve and sign Section 1 – Annual Governance Statement 2018/2019

10.4 – To approve and sign Section 2 – Accounting Statements for 2018/2019

10.5 - To approve Notice of Public Rights & Publication of unaudited Annual Governance & Accountability Return.

**11**. **Finance:**

11.1 – To consider Finance Report for April/ May 2019 and for approval of cheques to be authorised for payment

* 1. - To verify Clerk’s Reconciliation of Cash Book/Bank Statements

**12 Report on progress of the Housing Needs Survey**

**13. To consider purchase of the Portable Speed Indicator and high-visability jackets.**

**14. Any Other Business: (for dissemination of information only)**

**15. To consider exclusion of the public and press on the grounds that the consideration of the following items may involve the likely disclosure of confidential or sensitive information (S.1(2) Public Bodies (Admission of Meetings) Act 1960.**

**Matters to be considered**: Procedural parish council matters**.**

**Date & Venue of next Meetings:**

**At Westhope Village Hall, 7.30pm on Wednesday 26th June 2019**