

**The next meeting of Risby Parish Council will take place on Thursday 2<sup>nd</sup> March 2017 at 7.15p.m. in Risby Village Hall (Gift Horse Room)**

**Members of the public are welcome. There will be an Open Forum at the start of the meeting to give members of the public and opportunity to speak to councillors informally about items on the agenda. Members of the public may stay and observe the rest of the meeting but may not address the Council.**

1. To accept apologies and reason for absence.
2. Declaration of interest by councillors in items on the agenda.
3. To approve the minutes of the meeting held on Thursday 5th January 2017 and the planning meeting held on Wednesday 18<sup>th</sup> January 2017
4. To discuss any police issues
5. To receive a report from Councillor Hopfensberger
6. To receive a report from Councillor Glossop
7. To receive an update on the list of actions agreed at the last meeting
8. To discuss the following financial issues:
  - a) Approval of any payments and signing of Schedule of Payments
  - b) Approval of any payments authorised between meetings
  - c) Regular payments made between meetings
  - d) Signatory to complete the checklist of Internal Controls
  - e) To review all regular payments including the clerk's salary and approve payments relating to these services for 2017 - 2018
  - f) To decide whether Risby Parish Council should claim back website costs from the Transparency Fund
  - g) To decide whether Risby Parish Council should transfer its website to the Suffolk Cloud
  - h) To review the clerk's salary for 2017/18 and approve online payment.
  - i) To review the income and expenditure for 2016/17 against the budget and discuss the level of reserves for general and earmarked expenditure.
  - j) To review the register of fixed assets and insurance values and check that the level of insurance cover is adequate
  - k) To review the Council's risk assessment
  - l) To check that the levels of liability insurance are adequate
  - m) To review the Council's Financial Regulations Orders and ensure that they are being complied with
  - n) To appoint a councillor to check the accounts and complete the checklist of internal controls including salary details and PAYE tax codings
  - o) To nominate a councillor to inspect the Council's property for damage or defects by 30th April 2017 and complete the inspection checklist.
  - p) To appoint an internal auditor to complete section 3 of the annual return
  - q) To review the effectiveness of the internal audit.
  - r) To review the Council's Standing Orders
  - s) To receive information about the Council's precept request and check that the amount and any grants received are correct.
9. To discuss any planning applications
10. To discuss any highways/Rights of Way issues/Transport issues
  - a) Email from Suffolk County Council giving details of their new 'Report a flood in Suffolk' webpage on Suffolk County Council's website ([www.suffolk.gov.uk/flooding](http://www.suffolk.gov.uk/flooding))
11. To discuss the finding of the annual tree survey and decide what action to take (see schedule of work and monitoring report)
12. To discuss any village issues
  - a) Update on the progress of the defibrillator project
13. To confirm the dates of meetings from May 2017 – March 2018
14. To discuss the following correspondence:
  - a) Letter from Anglian Water re changes to the way water is supplied as all non-household customers will be able to choose a supplier for their water services.
  - b) Letter from SARS requesting a donation
  - c) Letter from Newstalk requesting a donation
  - d) Public consultation about Bury St Edmunds Masterplan
15. Any other business for noting or including on the agenda of the Annual Meeting of the Parish Council on Thursday 4<sup>th</sup> May 2017 at 7pm followed by the Annual Parish Meeting at 8pm