

Mileham Parish Council

Parish Clerk: Tracey Reynolds, 3 Oaklands, Little Snoring, Fakenham. NR21 0JG

Tel: (01328) 878939

Email: t.reynolds939@btinternet.com

You are summoned to The Annual General Meeting of Mileham Parish Council to be held on Monday 8th May 2017 at 7.30- 8pm (after the Parish Meeting) in the Village Hall.

Signed: TReynolds

Date: 1stMay 2017

Mrs T.Reynolds (Clerk & RFO to Mileham Parish Council)

ALL MEMBERS OF THE PUBLIC ARE INVITED TO ATTEND

A G E N D A

1. Election of Chairman
2. **Minutes of the previous meeting** held on 13th March 2017 to be approved and signed as a true record
3. **Apologies** –
4. **Matters Arising** – Progress on items from previous meetings for information or reminders only. Items not on this agenda requiring decisions will be placed on the agenda for the next meeting.
5. **District and County Councillors** may wish to give reports if present.
6. **Financial Matters.** To approve invoices and payments received including
Balance * Community Account Statement £ * Business Saver £
 - i) Clerks Expenses. £
 - ii) Tidy of pit area R.Bales £
 - iii) L. Sheppard – Internal Auditor report and Invoice £50.00
 - iv) Norse £708.86 (vat element 118.14)
 - v) Glasdon £103.82 (17.30 vat element)
 - vi) Direct Debit change Tracey Reynolds £228.33 (changed bank) Cheque to be drawn for April 2017
 - vii) Credit recycling £214.98
7. **Planning Matters.** To discuss any planning application
8. **Year End Accounts 2017 to be signed and relevant forms from Mazars**

- 9. Correspondence.** To discuss any correspondence received including.
- 10. Pit Area – Update**
- 11. Bus Shelter - Update**
- 12. Highways – update**
- 13. Items to be placed on the next agenda and any other items not needing a decision.**
- 14. Date of Next Meeting 10th July 2017**
- 15. Meeting closed**