

## MUCH HADHAM PARISH COUNCIL

Fiona Forth  
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Notice is hereby given that the Much Hadham ANNUAL Parish Council meeting will be held on **Tuesday, 1 May 2018**, in the **Much Hadham Village Hall, Green Room**, 7:30 pm, for the purpose of transacting the business set out in the Agenda below, and you are hereby summoned to attend.

*F M Forth*  
Fiona Forth, Clerk of the Council

26 April 2018

### AGENDA

- 18/65. Election of Chair
- 18/66. Declaration of Acceptance of Office of Chair
- 18/67. Election of Vice Chair
- 18/68. To receive and approve apologies for absence.
- 18/69. Declarations of interest and dispensations.
- 18/70. Notifications of Urgent Business.
- 18/71. Chair's announcements.
- 18/72. Minutes of the meeting held on 3 April 2018.
- 18/73. Reports on outstanding matters and resolutions.
- 18/74. To review the allocation of portfolios
- 18/75. To receive members' reports:
  - (i) Community - Sports Association and Village Hall  
To receive the playground inspection report from Broadmead Leisure Ltd  
To implement a documented visual inspection regime for the playground equipment, as documented in Appendix A.
  - (ii) Environment (inc Public Rights of Way)
  - (iii) Highways
  - (iv) Media
  - (v) Neighbourhood Plan
  - (vi) Security
  - (vii) Other
- 18/76. To receive reports from County and District Councillors.
- 18/77. Residents' comments.
- 18/78. Internal Controls
  - To receive the Annual Internal Audit Report 2017/18  
(Page 3 of the Annual Governance & Accountability Return 2017/18 and supporting detailed report)
  - To consider and approve the Review of the effectiveness of internal controls for 2017/18

- 18/79. Annual Governance & Accountability Return (AGAR) and Accounts  
 To receive and approve the Annual Governance Statement 2017/18  
 (Section 1 of the AGAR)  
 To receive and approve the Accounting Statements 2017/18  
 (Section 2 of the AGAR and Financial Statements)  
 To note the explanation of significant year on year variances in the accounting statement  
 To note the period for the exercise of public rights 2017/18
- 18/80. General Data Protection Regulations (GDPR) – implementation date 25 May 2018  
 To review and approve the GDPR Risk Assessment  
 To note the Parish Council’s GDPR Implementation Plan  
 To approve the appointment of the Local Council Public Advisory Service as the Parish Council’s Data Protection Officer for an annual sum of £300  
 To approve the following GDPR governance related documents:
- Privacy Notice
  - Document Retention Policy
- 18/81. Financial
- (i) Payment of Accounts  
 To authorise for payment the accounts as detailed overleaf  
 To authorise the loan instalment, by direct debit, of £2,693.73 to PWLB on 22 May 2018.
- (ii) Financial Statement  
 To receive the current financial position
- 18/82. Planning:  
 To receive minutes of the Planning Committee meeting 3 April 2018
- 18/83. Urgent Business
- 18/84. Clerk’s information
- 18/85. Confirmation of date of next meeting – Tuesday 5<sup>th</sup> June 2018 – Green Tye Mission Hall

***Please be aware that any person may record this meeting.***

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**PAYMENT OF ACCOUNTS - MAY 2018**

Chq	Payable to	For	Amount
SO	M Windmill	Litter Agency	334.00
852	HATPC	Subscription 2018/19	794.40
853	E.ON	Lighting for war memorial	25.28
854	<b>BA</b> MH Landscapes	Maintenance at burial grounds Jan - Mar '18	540.00
855	Auditing Solutions	Internal Audit review 2017/18	504.00
856	Broxap Ltd	4 x 40 litre dog bins	618.00
857	<b>BA</b> ICCM	Membership fee relating to cemetery management	90.00
858	Broadmead Leisure	Playground inspection Apr '18	60.00
<b>Total payments</b>			<b><u>2,965.68</u></b>