A G E N D A

1. **APOLOGIES FOR ABSENCE**
2. **ELECTION OF CHAIRMAN AND DEPUTY CHAIRMAN**
3. **MINUTES OF THE MEETING** held on 10th April 2018 (confirming the minutes)
4. **MATTERS ARISING** for information purposes only; permission for signage/poster;

Rewind+ event application

1. **DECLARATIONS OF INTEREST**; new DoIs
2. **ACTION LIST**
3. **AREAS OF INTEREST OF COUNCILLORS**; responsibility matrix
4. **TC and GDPR**; £1189 to spend on TC matters by Sept; obligations; website(s); internet

access at Parish Hall; devices; PC only emails (e.g. Hurst only use *theirname@hurstpc.org.uk*)

1. **WEBSITE**
2. **FINANCE**; payment to JH for website for 2014-2018 and APM refreshments 2017 and 2018; new signatories; electronic banking form signing; Clerk’s APM handout
3. **AUDIT**

Confirmation of RPC’s governance/financial controls; confirmation that RPC has

1. put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

2. maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

3. provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.

4. carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

5. maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

6. took appropriate action on all matters raised in reports from internal and external audit.

7. considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.

8. took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.

9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

Consideration of unaudited accounts; progress on internal audit; new external auditors.

1. **ANY OTHER MATTERS**
2. **DATE OF NEXT MEETINGS**; APM at 8pm; 12th June and 10th July 2018 at 8pm in the Parish Hall