

WHITTLEBURY PARISH COUNCIL

Councillors are summoned and members of the public and Press invited to the **ANNUAL MEETING** of the Council to be held on **THURSDAY 16th MAY 2019** at 7.30pm in the Reading Room High Street to transact the following business.

1	To receive nominations and ELECT THE CHAIR
2	To complete DECLARATION OF ACCEPTANCE OF OFFICE form by Chair
3	CHAIRMAN'S ANNOUNCEMENTS
4	i) To determine any DISPENSATION REQUESTS received in advance of the meeting. ii) To invite any DECLARATIONS OF INTEREST by members on Agenda items. iii) To remind members of the REQUIREMENT TO UPDATE REGISTER OF INTEREST FORMS following any changes, within 28 days of the changes.
5	To receive and accept and APOLOGIES and To formally CO-OPT Faye Johnson onto the Council Members are reminded that apologies need to come directly to the Clerk so that a quorum can be determined
6	To receive any DECLARATIONS OF INTEREST on items on the Agenda.
7	To note the signing of the MINUTES of the 2018 ANNUAL MEETING at the June 2018 meeting of the Parish Council and to further sign the MINUTES of Council meeting held 11th April 2019 in line with standing Order 5a(iii).
8	To receive nominations and ELECT A VICE CHAIR
9	To consider, amend as necessary and adopt the following POLICIES OF THE COUNCIL: i) Standing Orders ii) Financial regulations iii) Complaints Procedure iv) Dignity at work v) FOI Publications scheme vi) scope and nature of Internal controls and audit vii) Internal controls terms of reference viii) Risk Assessment ix) Safeguarding x) Training Statement of Intent xi) Website Policy xii) GDPR policies
10	To appoint an INTERNAL VERIFIER for the Council's Accounts
11	To appoint the INTERNAL AUDITOR for the Council's Accounts
12	To appoint the RESPONSIBLE FINANCIAL OFFICER of the Council
13	To fix the DATES AND PLACE OF MEETINGS OF THE PARISH COUNCIL for the year being the second Thursday of each month in the Reading Room, excepting August and December, or as otherwise designated by the Clerk as necessary.
14	To receive any ISSUES MEMBERS OF THE PUBLIC WISH TO RAISE (Max 15 mins), including any REPORTS from the County or District Councillors
15	FINANCE - 15.1- To agree payment of the following accounts: To be circulated 15.2 RECEIPTS - 15.3 To note the Council's bank balances at 30 th April 2019 15.4 To consider all issues relating to the Annual Audit forms
16	PLANNING – 16.1 To consider the following APPLICATIONS – To be circulated 16.2 To note any PERMISSION notices received 16.3 To note REFUSAL notices received 16.4 To receive any OTHER PLANNING MATTERS
17	To receive REPORTS as follows: i) Highways – a) Any highways issues to report b) Update on previously reported issues ii) Rights of Way - a) Any footpath issues to report iii) Lighting - a) Any faulty lights to report iv) Circuit – a) Update on latest meetings and noise issues v) Other reports - a) Odour issues update b) Update on Good Neighbours Scheme
18	CORRESPONDENCE - 20.1 Tabled correspondence
19	CONSULTATION DOCUMENTS
20	Feedback on issues from ANNUAL VILLAGE MEETING -
21	To receive any ITEMS FOR THE NEXT MEETING AGENDA

	<i>Pursuant to the public bodies (admission to Meetings) Act 1960 due to the sensitive nature of the matter next to be considered relating to the Clerk members of the public and press are asked to leave</i>
22	To consider the annual review of the Clerk's salary.
23	To set the DATE OF NEXT MEETING – Thursday 13th June 2019 at 7.30pm in the Reading Room

Linda Paice

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15th May 2019

DAVID RANDALL
Chair
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Whittlebury
Northants

Members of the public are welcomed at all meetings opportunity speak will be given at the appropriate time within the meeting.

Members of the public may also address the Council upon individual items listed on the agenda for a period not longer than 3 minutes provided that three clear days notice is given to the Parish Clerk of the intention.

Parish Council meetings are held in a public place and attendees need to be aware that under new legislation the meeting may be recorded and/or photographs taken. If any member of the public intends to record or take photographs, as a courtesy will you please declare this at the beginning of the meeting.