Horndean Parish Council

NOTICE OF MEETING

THE ANNUAL MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD ON MONDAY 16th MAY 2016 at 7.00 P.M in JUBILEE HALL

Members are summoned to attend

Carla Baverstock-Jones
Executive Officer and Clerk to the Council

10th May 2016

AGENDA

1. To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.
2. To elect a Vice Chairman.
3. To receive apologies for absence.
4. To receive any Declarations of Interest.
5. To open the meeting to members of the public to enable them to address questions to Parish Councillors. *The period of time which is designated for public participation shall not exceed 20 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes. A question asked by a member of public during public participation session at a meeting shall not require a response or debate.*
6. To approve the Minutes of the Council meeting held on 18 April 2016.
7. Review of delegation arrangements to committees, sub committees, employees and other local authorities.
8. Review the terms of reference for committees.
9. Receipt of nomination to existing committees and election of Chairman to Committees
10. Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate substitute councillors) and receipt of nominations to them.
11. Review of adoption of appropriate standing orders and financial regulations.
12. Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.
13. Review of representation on or work with external bodies and arrangements for reporting back.

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Horndean Parish Council Group

14. Confirmation of arrangements for insurance cover in respect of all insured risks.

15. Review of the Councils and/or employees' memberships of other bodies.

16. Review the Councils complaints procedure.

17. Review the Councils procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.

18. Review the Councils policy for dealing with the Press/Media.

19. To consider bank mandates and signatories for Accounts.

20. To receive and approve the Orders for Payment (List 2 attached).

21. To receive and approve the bank reconciliation – Clydesdale, Co-operative and Cambridge and County as at 31 March 2016.

22. To receive and consider the Internal Audit report for the year ended 31 March 2016.

23. To receive and consider the Asset Register for the year ended 31 March 2016.

24. To consider and agree to secure the funding shortage from HPC reserves in respect of the replacement play areas.

25. To receive a report and consider the quotations in respect of the new parish website.

26. To review and confirm the Land East of Horndean working party members.

27. To consider additional members for the working party in respect of the extension to Jubilee Hall.

28. To approve the recruitment of a replacement Estate Warden due to a vacancy which has arisen within the Countryside Team.