Horndean Parish Council

NOTICE OF MEETING

THE ANNUAL MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD ON MONDAY 18th MAY 2015 at 7.00 P.M in JUBILEE HALL

Members are summoned to attend

Carla Baverstock-Jones
Executive Officer and Clerk to the Council

12th May 2015

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 13 April 2015 and the Extraordinary Council meeting on the 30 March 2015.

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.

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13. Review of representation on or work with external bodies and arrangements for reporting back.

14. Review of inventory of land and assets including buildings and office equipment.

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

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

17. Review the Councils complaints procedure.

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

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

20. To consider bank mandates and signatories for Accounts.

21. To receive and approve the orders for payment.

22. To receive an update from the Working Party and agree the way forward in respect of the IT upgrade.

23. To receive and consider the Partnership Agreement in respect of the Play Area upgrade.

24. To receive the recommendation from the Finance and General Purposes Committee in respect of the amended terms of reference.

25. **To agree to exclude the public and press, in the view that publicity would prejudice the public interest by reason of the confidential nature of the business or arising out of the business about to be transacted. (Public Bodies (Admissions to meetings) Act 1960)**

26. To approve the Confidential Minutes of the Council Meeting held on 13 April 2015.

Declarations of Interest

Members are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.