West Itchenor Parish Council

6 Locksash Close, West Wittering, Chichester PO20 8QP
Tel: 01243 204204 Email: parishclerk@westitchenorparishcouncil.org.uk

To: Members of West Itchenor Parish Council

You are hereby summoned to attend the Annual Meeting of West Itchenor Parish Council to be held on Monday 18 May 2015 at 7.00 pm in Itchenor Memorial Hall to transact the following business.

Members of the public and press have aright to attend and are warmly welcomed.

AGENDA

1. To elect a Chairman.
2. Chairman's welcome.
3. Questions/comments from members of the public.
   (This item will be limited to a maximum of 10 minutes)
4. To accept apologies for absence.
5. To receive Councillors, Register of Members Interests.
6. To receive confirmation of receipt of meeting agendas via email.
7. To receive Declarations of Interest by Members in respect of any Items on the Agenda.
8. To elect a Vice Chairman.
9. To confirm the appointment of the Responsible Financial Officer.
10. To appoint Standing and Statutory Committees and their Chairmen.
11. To appoint Parish Council representatives to various outside organisations
12. To appoint a representative to oversee the Parish Council Accounts.
13. To confirm the use of Standing Orders, Financial Regulations and other adopted Policies
14. To confirm the payments made by Direct Debit or Standing order.
15. To confirm and sign the Minutes of the Council meeting held on 16 March 2015
16. To note any Matters Arising from the minutes of 16 March 2015
17. To confirm and sign the minutes of the Complaints Committee meeting held on 28 April 2015
18. To receive reports from Members and consider any recommendations presented.
    - Planning – Cllr Taylor
    - Planning applications - 15/01287/FUL & 15/01288/FUL (identical applications for two individual families for settled Gypsy accommodation)
    - Planning appeal – Clapper Lane development
    - Neighbourhood Plan - Cllr Taylor
19. To receive the Internal Auditors report and consider any recommendations made.
20. To approve the Accounts for the Year Ended 31 March 2015 and complete the Annual Return.
21. To review content of the website and approve any changes.
22. Clerks Report: To receive a report from the Clerk and act upon correspondence received.
23. Finance.
    To confirm the Clerk's pay scale and weekly hours.
    To approve the signatories to the bank accounts.
    To approve the Schedule of Payments and Receipts
    To approve the Statement of Accounts
24. Items for referral to the next Council Meeting.

C A Smith

Signed_____ Date_____12 May 2015_____
Clerk to the Council

By resolution the Parish Council may decided to exclude the Press and Public from any part of the meeting [1]

[1] Public bodies (Admission to Meetings) Act 1960