West Itchenor Parish Council

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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 16 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 (including signing of Declaration of Office).
2. Chairman's welcome.
3. To elect a Vice Chairman.
4. Questions/comments from members of the public.
   (This item will be limited to a maximum of 10 minutes)
5. To accept apologies for absence.
6. To receive Declarations of Interest, Notification of Changes to Members' Interests and consider any requests for a dispensation.
7. To confirm the appointment of the Responsible Financial Officer.
8. To appoint Standing and Statutory Committees and their Chairmen.
9. To appoint Parish Council representatives to various outside organisations
10. To confirm the use of Standing Orders, Financial Regulations and other adopted Policies
11. To confirm the payments made by Direct Debit or Standing order.
12. To confirm the Parish Council's eligibility to use The Power of General Competence.
13. To confirm and sign the Minutes of the Council meeting held on 14 March 2016
14. To note any Matters Arising from the minutes of 14 March 2016
15. To receive the Minutes of Planning Committee meetings held on 14 March, 29 March, 11 April and 25 April 2016 and consider any action required.
16. To consider procedures for noting planning conditions and the enforcement of them.
17. To confirm and sign the minutes of the Annual Parish meeting held on 15 April 2016.
18. To receive an update from the Environment Working party.
19. To receive the Internal Auditors report and consider any recommendations made.
20. Annual Return 01/04/2015 – 31/03/16 – To approve the Annual Governance Statement.
21. Annual Return 01/04/2015 – 31/03/16 – To approve the Statement of Accounts.
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_____10 May 2016_____
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