

WITHYHAM PARISH COUNCIL

To all Members of **WITHYHAM PARISH COUNCIL**

You are summoned to attend the **ANNUAL STATUTORY MEETING** of **WITHYHAM PARISH COUNCIL** to be held on **MONDAY 21st MAY 2018** at **7.30pm** at **THE OLD STATION, GROOMBRIDGE** when it is proposed to transact the following business:-

Deborah Siddle
Parish Clerk
14 May 2018

Members of the public are encouraged to come to the meetings and there is a 10 minute opportunity for them to address the Council

1. **ENQUIRE WHETHER ANYONE PRESENT INTENDS TO FILM, PHOTOGRAPH AND/OR RECORD THE MEETING**
2. **ELECTION OF CHAIRMAN**
3. **DECLARATION OF ACCEPTANCE OF OFFICE**
4. **ELECTION OF VICE CHAIRMAN**
5. **APOLOGIES**
6. **DECLARATIONS OF INTEREST**
7. **MINUTES**
 - 7.1. To resolve that the minutes of the Council Meeting held on Monday 9th April 2018 be taken as read, confirmed as a correct record and signed by the Chairman.
 - 7.2. Matters outstanding from these minutes (not listed as separate agenda items)
8. **COMMITTEE MINUTES**

To receive the following minutes of committees and to approve and confirm recommendations contained therein and as far as requisite, the action taken by them.

 - 8.1 Rights of Way – 5th February 2018
 - 8.2 Planning – 9th April 2018
 - 8.3 Planning – 24th April 2018

To receive the following draft minutes of committees and to note recommendations contained therein and as far as requisite, the action taken by them.

 - 8.4 Air Traffic Committee – 24th April 2018
 - 8.5 Rights of Way – 8th May 2018
 - 8.6 Planning – 14th May 2018
9. **TO REVIEW TERMS OF REFERENCE FOR STANDING COMMITTEES**
10. **TO REVIEW AND ADOPT STANDING ORDERS AND FINANCIAL REGULATIONS**
11. **TO REVIEW ARRANGEMENTS WITH OTHER LOCAL AUTHORITIES – COMMUNITY WARDEN**
12. **APPOINTMENT OF WARD CHAIRS & STANDING COMMITTEES:**
 - (a) Finance and Administration
 - (b) Planning
 - (c) Rights of Way Advisory Committee
 - (d) Road Safety
 - (e) Air Traffic Committee
13. **APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES (TO INCLUDE PARISH VOLUNTEERS) – and to review arrangements for reporting back**
14. **TO REVIEW AND CONFIRM THE GENERAL POWER OF COMPETENCE**
15. **TO REVIEW THE ASSETS REGISTER AND CONFIRM ARRANGEMENTS FOR INSURANCE COVER**
16. **TO REVIEW THE COUNCIL'S AND EMPLOYEES' MEMBERSHIPS OF OTHER BODIES**
17. **TO REVIEW THE COUNCIL'S COMPLAINTS PROCEDURE**
18. **TO REVIEW THE COUNCIL'S PROCEDURES FOR REQUESTS MADE UNDER FOI AND DPA**
19. **TO REVIEW THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA**
20. **TO CONFIRM COUNCIL MEETING DATES FOR THE YEAR AHEAD**
21. **REPORTS FROM DISTRICT and COUNTY COUNCILLORS**
22.
 - 29.1 To note the report showing payments made to date against budgets
 - 29.2 To authorise the payment of invoices and note regular payments
 - 29.3 To agree Direct Debits

29.4 To agree the appointment of the Internal Independent Auditor

29.5 To agree quotes

30. REPORTS ON MEETINGS and CONFERENCES ATTENDED BY COUNCILLORS

31. CLERK'S REPORT to include CiLCA update and request

32. MATTERS OF URGENT IMPORTANCE FOR NOTING OR INCLUSION ON A FUTURE AGENDA (to include Car Air Pollution and Guidance on Councillors' lead roles in parish projects)

33. DATE OF NEXT MEETING

To note that the date of the next Council meeting is Monday 11th June 2017 at 7.30 pm at The Old Station, Groombridge preceded by a Planning committee meeting at 7 pm