

# Coddenham Parish Council



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To All Parish Councillors

15th May 2019

You are hereby summoned to the Annual General Meeting of the Parish Council to be held on **Tuesday 21<sup>st</sup> May 2019 at 6.00pm** in the Foyer of the Community and Sport Centre, when the under-mentioned business will be transacted.

Please note that an Ordinary Meeting of the Parish Council follows immediately after the AGM.

A handwritten signature in black ink, appearing to read 'Peter Whitehouse', is written over a horizontal line.

Clerk to the Council

## **CODDENHAM PARISH COUNCIL - ANNUAL GENERAL MEETING**

### **6.00pm, Tuesday 21<sup>st</sup> MAY 2019 AGENDA**

- 1 To **Elect** the Chair and Receive the Declaration of Acceptance of Office.
- 2 To **Consider** Candidates to be co-opted to the Parish Council
- 3 To **Elect** the Vice-Chair.
- 4 To **Receive** Apologies for Absence.
- 5 To **Review** the Councillors Code of Conduct.
- 6 To **Receive** the Internal Auditor's Report and **Approve** the Annual Return, Section 1 (Annual Governance Statement) and Section 2 (Accounting Statements).
- 7 To **Confirm** the Appointment of the Internal Auditor for 2018-19.
- 8 To **Review** the Terms of Reference for the Community and Sports Centre Committee.
- 9 To **Review** the Appointment of Members to the Community and Sports Centre Committee.
- 10 To **Review** the Appointment of Members to the Planning Committee.
- 11 To **Review** and Confirm the Appointment of Councillors to particular working groups, (WG), and responsibilities:

**Finance and Budget WG; Authorised Bank Signatories; Human Resources WG; Policy Review WG; Newsletter WG; Footpaths and Byways WG; Public Spaces and Trees WG; Highways WG; Summer Fete WG; Playground WG.**

# Coddenham Parish Council

- 12 To **Review** the Council's representation and reporting arrangements on work with External Bodies:  
**SALC; Churchyard Management Group**
- 13 To **Review** the Council's Annual Subscriptions to Other Bodies  
**SALC; SLCC; Motion Picture Club; Creative Arts East**
- 14 To **Review** the Council's Register of Assets.
- 15 To **Review** the Council's arrangements for Insurance Cover.
- 16 To **Review** the Council's Complaints Procedure.
- 17 To **Review** the Council's Policy and Procedures relating to the General Data Protection Regulations 2018.
- 18 To **Review** the Council's policy for dealing with the press/media.
- 19 To **Review** the Council's Safeguarding Policy.
- 20 To **Review** and Confirm the time and place of ordinary meetings of the Full Council up to and including the next annual meeting.
- 21 To **Consider** questions put and matters raised at the **Annual Parish Meeting** held on 25<sup>th</sup> April 2019.



Clerk to the Council

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