

Broadwoodwidge Parish Council

Clerk to the Council: Rachel Stratton 07980 543209 e-mail: broadwoodwidgeclerk@gmail.com

To: All Members of Broadwoodwidge Parish Council

1st May 2019

Dear Councillor,

You are hereby summoned to attend the ANNUAL MEETING of Broadwoodwidge Parish Council, to be held at **Broadwoodwidge Community Room on Wednesday, 29th May 2019, at the end of the Parish Meeting** for the purpose of transacting the following business. In accordance with The Public Bodies (Admissions to Meetings) Act 1960 members of the public are welcome to attend.

Yours sincerely

Rachel Stratton
Parish Clerk

AGENDA

1. **To Elect the Chairman for the Year 2019/2020**
2. **The Chairman Will Read and Sign the Prescribed 'Declaration of Acceptance of Office'**
3. **To Elect the Deputy Chairman for the Year 2019/2020**
4. **Apologies for Absence** (Please make any apologies known to the Parish Clerk)
5. **Declarations of Interests** – to receive declarations of personal and pecuniary interests in respect of items on this Agenda.
6. **To Appoint Representatives to the Following Committees: i. Planning Committee ii. Footpaths Committee**
7. **Public Open Question Time** – To receive questions from the Public. Each member of the Public may have up to 2 minutes time, the session to last no more than 10 minutes in total. Standing Orders will be suspended during this session.
8. **Police Report** – The Police will provide a report for information only.
9. **County Councillor Report**
10. **Council Meeting Minutes** – to approve and sign the Minutes of the Council Meeting held on 24th April, and 1st May 2019 as a correct record.
11. **Matters Arising** – to consider matters arising from the Minutes of 24th April & 1st May 2019 Meeting, not already covered by the Agenda. For information only.
12. **To Ratify the Insurance for the year 2019/2020**
13. **To approve Risk Assessments and the Asset Register for 2019/2020**
14. **To agree & sign the Certificate of Exemption for the Financial year 2019/20.**
15. **Annual Adoption of NALC Standing Orders & Financial Regulations for the Year 2019/20.**
16. **Councillors Code of Conduct** – Councillors to sign to say they continue to abide by the Code of Conduct as set out in 2018.
17. **To nominate & agree the Data Protection Officer for 2019/20.**
18. **Accounts due for payment** – To receive and approve the accounts due for payment.
19. **Planning Update**
20. **To Receive Correspondence** – To receive a details of correspondence received and sent from 24th April to 29th May 2019 and make decisions on and actions to be taken on matters arising from these.
21. **Chairman's Report** – To receive a Report from the Chairman – for information only.
22. **Parish Clerk's Report** – To receive a Report from the Clerk – for information only.

23. **Any other Business**— With prior permission of the Chairman, to exchange information only on any other subject.
24. **Close**

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