

NEWNHAM ON SEVERN PARISH COUNCIL & BURIAL BOARD

To all Members of the Public & Press

23rd May 2017

You are hereby invited to attend the Annual Parish Council meeting that has been arranged for **Tuesday** 30th May 2017 at 7pm in the Armoury Hall, Newnham on Severn for the transaction of business in the following Agenda.

Yours faithfully

DJ Tingle

D J Tingle
Clerk to the Council

AGENDA

1. **To Elect a Chairman & complete declaration of office**
2. **To Receive and Accept Apologies for Absence**
3. **To Elect a Vice Chairman & complete declaration of office**
4. **To Agree Standing Committees and remit thereof** – (currently Finance and Employment, Highways, Planning & Burials)

Finance

- **To agree number of members** - Currently 5
- **To elect members of Committee**
Currently Cllrs T. Firman (Chair)
F. Bihlmeier, J. Larkham, C. Kenny & I. Walker

Note: One member of the finance committee to be a non-signatory for auditing Purposes

Highways

- **To agree number of members** - Currently 3
- **To elect members of Committee**
Currently Cllrs T. Firman, G Murray & J Larkham.

Planning

- **To agree number of members** – Currently 3
- **To elect members of Committee**
Currently Cllrs F Bihlmeier, C Kenny & I Walker.

Burials

- **To agree number of members** – Currently 3 (inc Co opted PCC rep)
- **To elect members of Committee**
Currently Cllr T Firman & Mr A Curtis (Co opted PCC) .

5. **To Consider appointments of Councillors to external Bodies.**
 - **A48 Committee** currently Cllr Firman
 - **Health Forum** currently Cllr Larkham
6. **To Consider appointment of Liaison Cllrs to other Organisations**
 - **Allotment Association** currently Cllr Larkham
7. **To Review and Re-Adopt Standing Orders**
8. **To Review and adopt financial regulations updated to Jan 16 issue**
9. **To Consider re- adoption of all procedures.**
Freedom of Information, Risk assessment, Grievance, Disciplinary, Complaints, Child Protection, Emergency Plan, Code of Conduct.
10. **To confirm Bank Signatories and agree additional signees**
Currently Cllrs F Bihlmeier, T. Firman, C Kenny, G Murray & I Walker Plus Clerk
Note: Clerks signature is for confirmation that correct procedures and Quotation processes have been followed
11. **To Confirm payment of Aviva Insurance, Npower utility, Vodafone mobile & PWLB loan by Direct Debit**
12. **Confirmation of dates for Council and committee meetings during 2017/18**
As per full Schedule agreed at the October 16 PC meeting.

Note: Standing order requirements are a minimum of three ordinary meetings in addition to the Annual Parish Council Meeting.