

NORTON LINDSEY PARISH COUNCIL

Clerk to the Council: Mrs Jennifer Bendall, 7 Brick Kiln Close, Norton Lindsey, Warwick, CV35 8DL
(tel: 01926 843534, email: nortonlindseyipc@outlook.com)

To All Members of the Council

5 May 2016

You are hereby summoned to attend an Annual Meeting of Norton Lindsey Parish Council to be held in the Church Room on Tuesday 10 May 2016 at 7.45pm, for the purpose of transacting the following business.

Press and Public are invited to attend.

Signed:

Mrs Jennifer Bendall
Clerk and Responsible Financial Officer

Agenda

1. To elect the Chairman of the Council

2. Record of members present

3. Apologies and acceptance of reasons for absence

4. Declaration of Interest (existence and nature) on Items on the Agenda

Councillors are reminded that under the Code of Practice they are asked to declare personal interests in any item on the agenda, and the nature of the interest. Should that interest be considered prejudicial to the matter under discussion, they should leave the room and not seek improperly to influence any decision on that matter.

5. Public Comments

Period of up to 15 minutes where public comments are invited.

6. To receive the Chairman's Declaration of Acceptance of Office

7. To elect the Vice Chairman of the Council

8. To agree dates for Council Meetings for the forthcoming Year

Suggested dates for the next year are:

14 June 2016; 11 July 2016; 13 September 2016; 11 October 2016; 8 November 2016; 6 December 2016; 10 January 2017; 14 February 2017; 14 March 2017; 4 April 2017 – Parish Assembly (Open Meeting); 9 May 2017 - Annual Meeting

9. To review Council Committees / Working Parties, including Delegation of Functions to Committees, and appoint Members as applicable

(Note: there is no obligation to appoint any Committees; Norton Lindsey Parish Council currently has no Sub-Committees or Working Parties. However, NLPC appoints on an annual basis a Councillor to conduct regular reviews of its accounts.)

10. To appoint an Internal Auditor

11. To appoint Representatives to Sit on Outside Bodies

(Note: currently the only Outside Body with a Parish Council representative is the Claverdon & District Nursing Association)

12. To consider NLPC's support of the continuation of the WDC Joint Standards Committee

- 13. To review Cheque Signatories and sign appropriate Bank Mandate if there are any changes**
- 14. To receive the Statement of Finances at 31 March 2016**
- 15. To review the Council's Asset Register**
- 16. To Agree the Parish Council Action Plan for 2016-17**
- 17. To agree to review NLPC's Policy Documentation**
To include General Council Information, Financial Regulations, Standing Orders, Data Protection, Risk Assessment, etc
- 18. To review the Council's insurance provision**