

# NORTON LINDSEY PARISH COUNCIL

Clerk to the Council: Mrs Jennifer Bendall, 7 Brick Kiln Close, Norton Lindsey, Warwick, CV35 8DL  
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To All Members of the Council

17 May 2019

You are hereby summoned to attend the Annual Meeting of Norton Lindsey Parish Council to be held in the Church Room on Wednesday 22 May 2019 at 7.45pm, for the purpose of transacting the following business.

Press and Public are invited to attend.

Signed:

*J Bendall*

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Mrs Jennifer Bendall

Clerk and Responsible Financial Officer

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## Agenda

1. **Chairman's notice regarding the recording and filming of the meeting**
2. **To elect the Chairman of the Council**
3. **Record of members present**
4. **Apologies and acceptance of reasons for absence**
5. **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.*
6. **Public Comments**  
Period of up to 15 minutes where public comments are invited.
7. **To receive the Chairman's Declaration of Acceptance of Office**
8. **To receive all Councillors' Declaration of Acceptance of Office**
9. **To decide when any Declarations of Acceptance of Office which have not been received as provided by law, shall be received**
10. **Councillors to enter financial interests in Register of Members' Interests forms or agree a date for completion within 28 days of Councils adopting Code**
11. **To elect the Vice Chairman of the Council**
12. **To agree dates for Council Meetings for the forthcoming Year**  
Suggested dates for the next year are:  
11 June 2019; 9 July 2019; 10 September 2019; 8 October 2019; 12 November 2019; 10 December 2019; 14 January 2020; 11 February 2020; 10 March 2020; 21 April 2019 – Parish Assembly (Open Meeting) *avoiding Easter holidays*; 12 May 2020 - Annual Meeting

- 13. 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.)*
- 14. 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)*
- 15. To appoint an Internal Auditor for the financial year 2019/20**
- 16. To review Cheque Signatories and sign appropriate Bank Mandate if there are any changes**
- 17. To receive the Statement of Finances at 31 March 2019**
- 18. To review the Parish Council's Asset Register**
- 19. To agree the Parish Council Action Plan for 2019-20**
- 20. To review NLPC's Policy Documentation**
- 21. To review the Council's insurance provision**
- 22. To review subscriptions**  
*(Note: NLPC is currently a member of WALC and pays for the Clerk's membership of the Society of Local Council Clerks)*
- 23. To consider training requirements for Councillors**