

Council members are hereby summoned to attend the Annual Council Meeting on Wednesday 15 May 2019, at 7.30 pm at Kingham Village Hall. Please inform the Clerk if you are unable to attend.

A. Ogilvie

Anne Ogilvie – Kingham Parish Clerk, 08 May 2019

AGENDA

- 1** Election of Chairman of the Council
- 2** Acceptance of Office of the Chairman
- 3** Election of Vice-Chairman of the Council
- 4** Receive apologies for absence
- 5** Receive declarations of interest from Members
- 6** Approve and sign minutes of previous meeting
- 7** Creation of committees and sub-committees required, including appointment of members to serve
- 8** Agreement of committee and sub-committee terms of reference
- 9** Creation of Working Parties required and appointment of members to serve
- 10** Agreement of Working Party terms of reference
- 11** Appointment of lead councillors for specific purposes
- 12** Agreement of lead councillor terms of reference
- 13** Appointment of trustees to serve on outside bodies
- 14** Review of delegation arrangements to staff
- 15** Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses
- 16** Review and adoption of Standing Orders
- 17** Review and adoption of Financial Regulations
- 18** Review of Council's policies, procedures and practices in respect of its obligations under Freedom of Information and data protection legislation
- 19** Review of Council's employment policies and procedures
- 20** Review of Council insurance policy
- 21** Review of Council asset register
- 22** Review of Council's subscriptions to other bodies
- 23** Review of Council's complaints procedure
- 24** Review of Council's policy for dealing with the press/media
- 25** Review of Council's expenditure under s137 of the Local Government Act 1972
- 26** Appointment of Internal Auditor for this financial year

Kingham Parish Council

- 27** To fix the dates and times of ordinary meetings of the Council and Committees for the ensuing year, and the next Annual Council Meeting
 - 28** To agree and sign the Annual Governance Statement for the year ending 31 March 2019
 - 29** To approve and sign the Accounting Statements for the year ending 31 March 2019
 - 30** To set the date for the commencement of the Exercise of Public Rights
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- 31** Public participation
 - 32** Matters arising
 - a. Car park tenancy agreement with British Legion – update
 - 33** Reports from County and District Councillors
 - 34** New Business
 - a. Report following Big Feastival Meeting
 - b. To adopt and sign Co-option Policy
 - c. Damage to WWI commemoration sapling – to agree action
 - 35** Planning
 - a. 19/00969/HHD – Proposed sauna within existing garden curtilage – Far End, West End, Kingham – comment by 16 May 2019
 - b. New planning applications received since publication of agenda, if any
 - c. Previous applications – updates
 - 36** Health and Safety
 - a. Playground inspections
 - 37** Finance
 - a. Payments to be approved and cheques to be signed
 - b. Monies received
 - c. Bank account update
 - d. 100 Club update
 - e. To approve budget update
 - f. To approve bank reconciliation
 - g. To approve finance update
 - 38** Correspondence
 - a. Letter from Robert Courts, MP – Government scheme for village halls
 - b. Email from resident – Filming in the village
 - c. Email from resident – comment regarding wall by Fowler Road
 - 39** To receive items for information only