



The Beaudesert & Henley-in-Arden Joint Parish Council

Working for the Benefit of the Residents of Henley-in-Arden

Clerk : Gill Peacock email : clerk@henley-in-arden-pc.gov.uk

Tel: 01564 795499 or 01926 814491

I HEREBY GIVE NOTICE that an Annual Parish Council Meeting of Beaudesert and Henley-in-Arden Joint Parish Council will take place on Monday, 13th May 2019 at 7.00 pm in the Memorial Hall, Station Road, Henley-in-Arden.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the Meeting as set out hereunder

G.A. Peacock

Signed:

Gill Peacock

Parish Clerk and RFO

Dated: 7th May 2019

Photographing, reporting, recording, filming or transmitting the proceedings of a meeting may occur and therefore all persons participating in the meeting should be aware that such recording, reporting or filming may take place. Members of the public attending the meeting (but are not participating in the meeting) who do not wish to be filmed or photographed in the meeting must state this at the start of the meeting.

The Chairman requests all mobile phones are switched to silent mode.

- 1 **Election of Chairman & to receive Chairman's Declaration of Acceptance of Office**
- 2 **Apologies for absence and acceptance of apologies**
- 3 **Declarations of Interest and Dispensations**
The Council will receive disclosures of personal and prejudicial interests from Members on matters to be considered at the meeting. The disclosure must include the nature of the interest. If an interest becomes apparent to a member during the course of the meeting that has not been disclosed under this item, the member must immediately disclose it. Members may remain in the meeting and take part fully in discussions and voting unless the interest is prejudicial. Dispensations received in writing to the clerk, or verbally at the meeting will be considered.
- 4 **Election of Vice Chairman & to receive Vice - Chairman's Declaration of Acceptance of Office**
- 5 **To receive Councillors' Declaration of Acceptance of Office**
- 6 **To agree a date for completion of Councillors Register of Members' Interests Forms within 28 days**
- 7 **To approve the Minutes of the Meeting held on 21st May 2018**
- 8 **To agree dates and venues for Council Meetings for the year 2019/20**
- 9 **Election of Portfolio Holders for Working Parties & Sub-Committees (Parish Cllr's Responsibilities) and agree the delegation of functions for the Planning Sub-Committee (the Clerk)**

- Finance & Assets
- Planning
- Children's Facilities
- Car Park Acquisitions, Traffic & Parking
- Maintenance & Emergency Planning
- Tourism Working Party
- Plastic Free Henley
- Allotments
- Neighbourhood Planning Steering Group

- 10 To agree two Cllrs to liaise with The Hub@Henley and the Library.
- 11 To agree one Cllr to fill a trustee position with HWMT.
- 12 To agree cheque signatories and access to bank account details
- 13 To agree to adopt the General Power of Competence as the two mandatory requirements to do so have been met; Two thirds of members of the JPC have been elected and the Clerk is qualified to CiLCA Standard.
- 14 To ratify the appointment of an Internal Auditor for the financial year 2019/2020
- 15 To consider, approve & sign the Beaudesert & Henley in Arden JPC Annual Governance Statement for the year 31st March 2019 prior to submission to the External Auditors, PKF Littlejohn LLP.
- 16 To consider, approve & sign the Beaudesert & Henley in Arden JPC Annual Accounting Statements for the year 31st March 2019 prior to submission to the External Auditors, PKF Littlejohn LLP.
- 17 To agree a date to review JPC Asset Register, Risk Register and JPC Policies, with a view to adopting the Beaudesert & Henley in Arden JPC Equality Policy, the JPC Filming, Videoing, Photographing, Audio Recording and use of Social Media Policy

