



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, 21st May 2018 at 7.00 pm in the Memorial Hall Committee Room, 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 hereunderSigned:

G.A. Peacock

Gill Peacock

Parish Clerk and RFO

Dated: 15th May 2018

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**
- 5 To Approve the Minutes of the Meeting held on 22nd May 2017**
- 6 To agree dates and venues for Council Meetings for the year 2018/2019**
- 7 Election of Portfolio Holders for Working Parties (Parish Cllr's Responsibilities)**
 - Finance & Assets
 - Planning
 - Children's Facilities
 - Car Park Acquisitions, Traffic & Parking
 - Maintenance & Emergency Planning
 - Neighbourhood Planning Steering Group
- 8 To agree cheque signatories and access to bank account details**

- 9 To agree a date to review JPC Asset Register, Risk Register and JPC Policies.
- 10 To adopt the Beaudesert & Henley in Arden JPC Data Protection Policy
- 11 To receive and note the Internal Audit Report
- 12 To consider, approve & sign the Beaudesert & Henley in Arden JPC Annual Governance Statement for the year 31st March 2018 prior to submission to the External Auditors, PKF Littlejohn LLP.
- 13 To consider, approve & sign the Beaudesert & Henley in Arden JPC Annual Accounting Statements for the year 31st March 2018 prior to submission to the External Auditors, PKF Littlejohn LLP.

To confirm the date and time of the next JPC meeting on Monday 18th June 2018 commencing at 7.00pm in the Memorial Hall Committee Room.