

**Jenny Walsh  
Clerk of the Council**

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The 15<sup>th</sup> century Seal of the  
Borough of Henley-in-Arden

Officer for the Council

I HEREBY GIVE YOU NOTICE that the **ANNUAL MEETING** of Beaudesert and Henley in Arden Joint Parish Council will take place on **MONDAY 18th MAY 2015 at 7.00pm** at the Baptist Church hall, High Street, Henley in Arden.

If requested by the Chairman, you must declare if you intend to use audio/visual recording devices at the meeting.

1. **Election of Chairman.**
2. **Signing of Declaration of Office for Chairman**
3. **Election of Vice Chairman**
4. **Apologies for absence.**
5. **Declarations of Interest and Dispensations**
  - 5.1 **To receive declarations of interest from Councillors on items on the agenda**
  - 5.2 **To receive written requests for dispensations for disclosable pecuniary interests (if any)**
  - 5.3 **To grant any requests for dispensation as appropriate**
6. **To review Committee structure and agree representatives.**(List attached of current composition).  
Terms of Reference for Committees will be reviewed/created at first Committee meeting as well as election of Committee Chair.
7. **To appoint representatives to outside bodies** (list as above)
8. **To inspect the Deeds in the custody of the Council.**
9. **To submit updated Register of Pecuniary Interests for Councillors -papers attached to be completed and signed (even if Nil Return) and brought to this meeting**
10. **To review Standing Orders for the Council.**  
(In the interest of saving paper, please bring your own copy of Standing Orders as at Sept 2014 that was provided to you in your introductory letter from the Clerk.