

WESTERLEIGH PARISH COUNCIL



TO ALL PARISH ELECTORS

NOTICE OF MEETING

ANNUAL Meeting of the Parish Council will be held at:	Westerleigh Village Hall
On:	Monday 12th June 2017
Commencing:	7.15pm

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime & Disorder, Health & Safety and Human Rights.

Emergency Evacuation Procedure

In the event of a fire alarm or other emergency please exit the Hall via the nearest marked fire exit or safest evacuation route and meet at the designated assembly point outside the building.

AGENDA

PLEASE NOTE: IN ACCORDANCE WITH COUNCIL MINUTE ITEM 1910 THIS MEETING MAY BE RECORDED AS AN AIDE MEMOIRE UNTIL SUCH TIME THE WRITTEN MINUTES ARE APPROVED. THIS RECORDING WILL THEN BE DELETED. [Ref: standing orders item 3j]

1. Election of Chair
2. Election of Vice Chair
3. Apologies for absence
4. Council to report a resignation
5. Council to declare a Casual Vacancy
6. Declarations of Interest under The Localism Act 2011
7. Confirm the minutes of Full Council Meeting May 8th 2017
8. Reports from South Gloucestershire Councillors on matters relating to the Parish
9. Councillor Reports – written submissions, taken as read with questions taken as necessary

10. Council to approve Section 1 of the Annual Return – Annual Governance Statement 2016/17 for Westerleigh PC
11. Council to receive Internal Audit report
12. Finance Report
13. Council to approve accounts for the year ending 31st March 2017
14. Council to approve section 2 of the Annual Return – Accounting Statement 2016/17 for Westerleigh PC
15. Council to confirm Period for the Exercise of Public Rights for 2016/17 Accounts

16. Council to consider review of procedures and policies
 - Standing Orders
 - Financial Regulations
 - Risk Assessment
 - Committee Terms of Reference
 - Grievance Procedure
 - Disciplinary Policy
 - Public Participation at Council Meetings

17. Council to consider requirements for Committees, Sub Committees or Advisory Groups
 - Finance & General Purpose Committee

- Environmental & Leisure Committee
- Staffing sub-committee
- Planning Committee

18. Council to consider appointments to outside bodies

19. Council to approve payment of accounts

20. Council to complete F53 for Pension provider

21. Council to consider any urgent Planning Applications

22. Correspondence to the Parish Council

SGC

Meetings

Consultations

For information only

Other

23. Items considered urgent or exempt by the Chairman (if any)

24. Date of Next Meeting