

WITHERNWICK PARISH COUNCIL

CHAIR: COUNCILLOR NORMAN WILKIE

PARISH CLERK / RFO:

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17th May 2017

Dear Councillor,

You are hereby summoned to attend the **Annual** Meeting of Withernwick Parish Council to be held at **St Alban's Church** on Wednesday 24th May 2017 at 7pm to transact the business on the agenda below.

Yours faithfully,

P L Wilson

Phil Wilson CPFA

(Clerk to Withernwick Parish Council)

WITHERNWICK ANNUAL PARISH COUNCIL

AGENDA – 24th May 2017

1) ELECTION OF CHAIR

To elect a Chair for the forthcoming year and to issue a Declaration of Acceptance of Office for completion and return before the next meeting of the Council.

2) ELECTION OF VICE CHAIR

To elect a Vice Chair for the forthcoming year and to issue a Declaration of Acceptance of Office for completion and return before the next meeting of the Council.

3) APOLOGIES

To receive any apologies for absence and to consider giving consent for individual councillors to be absent from this meeting.

4) DECLARATIONS OF PERSONAL AND PREDJUDICIAL INTERESTS

Members to declare any interest in items on the agenda and the nature of such interest and for the Council to determine if that interest could be prejudicial.

5) ANNUAL APPOINTMENTS

To confirm the following appointments:-

- i. External Auditors – Littlejohn LP
- ii. Internal Auditor – Mr Richard Dixon (Public Sector Audit)

6) ANNUAL MEMBERSHIP

To review and confirm, or otherwise, membership of the following:-

- i. Society of Local Council Clerks for the Clerk.

7) COUNCIL REPRESENTATIVES ON OUTSIDE BODIES

To review the Council's representatives on various outside bodies. The current representatives are:-

- i. Withernwick Community Wind Farm Panel – Cllr J. Mann
- ii. West Newton Liaison Committee (Rathlin Energy) – Cllr N. Wilkie
- iii. Town/Parish Council Liaison Meetings – None
- iv. Poores Charity Contacts – Cllr J. Mann.

8) REVIEW OF GOVERNANCE AND OTHER DOCUMENTS

To review or confirm and adopt the following:-

- i. Standing Orders – Previously circulated, no amendments proposed.
- ii. Code of Conduct – Previously circulated, no amendments proposed.
- iii. Financial Regulations – Previously circulated, no amendments proposed.
- iv. Asset Register – Previously circulated, no amendments proposed.
- v. Severe Weather Plan – Previously circulated, no amendments proposed.
- vi. Health and Safety Policy – Previously circulated, no amendments proposed.
- vii. Burial Ground Rules, including fees and charges - Previously circulated, no amendments proposed.
- viii. Risk Assessment - Previously circulated, no amendments proposed (likely amended assessment due to come to June meeting of Council).

9) MEETINGS

To agree dates of meeting of the Council for the ensuing year (attached).

END OF AGENDA