

**Parish Clerk**

Mrs R A Hughes FSLCC
The Glebe
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NOTICE OF MEETING:**Annual Meeting of the Parish Council****TIME:****7.30pm****DATE:****Tuesday 14TH May 2019****VENUE:****The Pavilion, The Brook, Sutton**

Dear Sir/Madam

All members of the Council are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below.

R Hughes
Mrs R A Hughes
Clerk to Sutton Parish Council
8th May 2019

MEMBERS

15

QUORUM:

5

A G E N D A

01/19 Election of Chairman for year 2019/2020

- i) To elect a Chairman for 2019/2020.
- ii) Chairman to sign Declaration of Acceptance of Office.

02/19 Appointment of Vice-Chairman for year 2019/2020

03/19 Confirmation of signing of Declaration of Acceptance of Office for all members.

04/19 To receive and note apologies for absence

05/19 To receive declarations of interest

- a) Councillors to declare any personal interest in any items on the agenda.
- b) Councillors to declare any prejudicial interest in any items on the agenda and to inform the Chairman if they wish to speak on the matter during public participation.
- c) Councillors to declare any pecuniary interest in any items on the agenda.

06/19 To approve minutes of the meeting of 23rd April 2019 (Enclosed)

07/19 Public Participation

To adjourn the meeting for up to 10 minutes to allow any members of the public and Councillors declaring a prejudicial interest to address the meeting in relation to the business to be transacted at that meeting.

8/19 To appoint members on to Standing Committees and review terms of reference.

1. Personnel Committee.
 - i) Review Terms of Reference of Personnel Committee. (Enclosed)
 - ii) To appoint members onto the Personnel Committee (4 members, plus Chair & Vice-chair)

9/19 Appointment of any new committees in accordance with standing order 4

1. Clerk to advice on the process of setting up a committee
2. To consider the appointment of a Planning Committee.

10/19 To appoint members onto Management Committees: -

1. Village Hall (Brooklands) Management Team. (2 members and 1 reserve)
2. The Glebe Management Team (2 members and 1 reserve)

11/19 To appoint representatives on the under mentioned bodies: -

1. Joint HCV Committee (3 members)
2. Ely Power Resources. (2 members)

12/19 To appoint internal control members

1. Finance & online banking – (4 bank signatories)
2. Bank reconciliation (2 members – not bank signatories)
3. Health & Safety monitoring (2 members)

13/19 To appoint parish council members to working parties

1. Financial Reporting & Controls
2. Traffic and Transport
3. Sports & Recreation
4. Digital Communications
5. Neighbourhood Plan (In the event of not appointing a Planning Committee).

14/19 Review and adoption of standing orders and financial regulations

(Cllrs – Please have your copies with you)

1. To review and adopt Standing Orders
2. To review and adopt Financial Regulations

15/19 The General Power of Competence. (Enclosed)

1. To consider report and resolve to adopt the General Power of Competence.

16/19 CAPALC Membership Fees 2019/2020.

1. To discuss and approve CAPALC Membership fees 2019/2020,

17/19 Date of next meeting

Full Council - 28th May 2019
Dates of meeting for the Civic Year (Enclosed).

Members of the public and press are welcome to attend the meeting.