

**Parish Clerk**

Mrs R A Hughes FSLCC
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NOTICE OF MEETING:**TIME:****DATE:****VENUE:****Annual Meeting of the Parish Council****7.30pm****Tuesday 14TH May 2019****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.

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 2019/20120.
- 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 advise 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.