

**Parish Clerk**

Mrs R A Hughes FSLCC
The Glebe
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NOTICE OF MEETING:**TIME:****DATE:****VENUE:**

Dear Sir/Madam

Annual Meeting of the Parish Council**7.30pm****Tuesday 8th May 2018****The Pavilion, The Brook, Sutton**

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
1st May 2018

MEMBERS 15

QUORUM: 5

A G E N D A**01/18 Election of Chairman for year 2018/2019**

- i) Election of Chairman.
- ii) Chairman to sign Declaration of Acceptance of Office.

02/18 To receive and note apologies for absence**03/18 Appointment of Vice-Chairman for year 2018/2019****04/18 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.

**05/18 Councillors to confirm Register of Interests updates where necessary.
(complete enclosed form with changes where necessary)****06/18 To approve minutes of the meeting of 24th April 2018. (Enclosed)****07/18 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.

08/18 Standing Orders 2018

1. To adopt NALC Standing Orders 2018.
(Changes to NALC Model Standing Orders – April 2018)

09/18 Personnel Committee.

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

10/18 To appoint members onto management committees: -

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

11/18 To appoint representatives on the under mentioned bodies: -

1. Joint HCV Committee (3 members)

12/18 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)

13/18 To appoint parish council members to working parties

1. Financial Reporting & Controls
2. Traffic management & enhancement (Proposed name change to Traffic & Transport Working Party).
3. Neighbourhood Plan
4. Sports & Recreation

14/18 To discuss formation of a working party to consider the Parish Council Social Media presence and website.

1. To discuss and approve working party and its remit.
2. to appoint council members to working party

15/18 CAPALC Membership Fees 2018/2019.

1. To discuss and approve CAPALC Membership fees 2018/2019,

16/18 Date of next meeting

22nd May 2018

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