



**Parish Clerk**  
Mrs R A Hughes FSLCC  
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**NOTICE OF MEETING:**

**TIME:**

**DATE:**

**VENUE:**

Dear Sir/Madam

**Annual Meeting of the Parish Council**

**7.30pm**

**Tuesday 8<sup>th</sup> 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.

*R Hughes*

Mrs R A Hughes  
Clerk to Sutton Parish Council  
1<sup>st</sup> 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**

22<sup>nd</sup> May 2018

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