



# HELMDON PARISH COUNCIL

## COUNCIL MEETING



All Councillors are summoned to the Annual Meeting of Helmdon Parish Council to be held in the Reading Room, Church Street, Helmdon, NN13 5QJ on **Wednesday 25<sup>th</sup> May, 2016 at 7:30pm**. This meeting will be followed by an Ordinary Meeting of the Parish Council.

*Members of the public and press are welcome to attend this meeting. This meeting may be recorded, filmed or broadcast without prior notice to the Parish Council, provided that such activity does not impede the conduct or business of the meeting*

### AGENDA - ANNUAL MEETING

1. Election of Chairman for 2016/17
2. Signing of Chairman's Declaration of Acceptance of Office
3. Apologies for absence
4. Election of Vice Chairman for 2016/17
5. To appoint members for committees:
  - a. Finance (including Internal Controls Councillor)
  - b. Planning
  - c. Playground
  - d. Allotment
6. To appoint Parish representatives:
  - a. Parish Paths Warden
  - b. Parish Highways Representative
  - c. Neighbourhood Watch Co-ordinator
  - d. School Liaison Councillor
  - e. Parish Council rep on Reading Room Committee
  - f. Parish Council rep in Parish Plan Monitoring Group
  - g. Parish Council rep in Blackpits Monitoring Group
  - h. Health and Safety Officer
  - i. Tree Warden
  - j. Any other representatives that may be considered necessary
7. To receive any reports from Parish representatives
8. Updating of Register of Interests if necessary
9. Councillor questions
10. Close

Signed \_\_\_\_\_ Dated \_\_\_\_\_

*Helen du Bois*  
*Clerk to Helmdon Parish Council*  
2A Station Road, Helmdon, NN13 5QT  
01295 768588



# HELMDON PARISH COUNCIL

## COUNCIL MEETING



All Councillors are summoned to the Ordinary Meeting of Helmdon Parish Council to be held in the Reading Room, Church Street, Helmdon, NN13 5QJ on **Wednesday 25<sup>th</sup> May, 2016**. This meeting is preceded by the Annual Meeting and will be followed by a meeting of the Planning Committee.

*Members of the public and press are welcome to attend this meeting. This meeting may be recorded, filmed or broadcast without prior notice to the Parish Council, provided that such activity does not impede the conduct or business of the meeting*

### AGENDA - ORDINARY MEETING

1. Apologies for absence
2. Declarations of Interest
3. Approval and signature of the minutes of the meeting of 23<sup>rd</sup> March, 2016
4. Matters arising
5. Open Forum
6. To receive an update regarding flooding related issues
7. Finance:
  - a. Financial statement
  - b. To note payments received
  - c. To consider invoices to be paid
  - d. To receive an report from the Finance Committee
  - e. To award Village Grants with regard to recommendations from the Finance Committee.
  - f. To close off accounts for w/e 31<sup>st</sup> March, 2016
  - g. Annual Return: approval of Annual Governance Statement
  - h. Annual Return: approval of Statement of Accounts
  - i. To consider recommendations from the Finance Committee regarding the new model Financial Regulations document.
  - j. To consider recommendations from the Clerk for changes to the financial sections of Standing Orders to align them with the new model Finance Regulations document.
8. To consider the effectiveness of the new Correspondence Review procedure.
9. To receive a report of the visit from the judges for the Best Village Competition.
10. To confirm insurance arrangements for the Queen's 90<sup>th</sup> Birthday Picnic.
11. To receive update on the draft Heads of Terms document for the School Field License and discuss amendments.
12. To consider adopting the response drafted by the Helmdon Parish Plan Group (HPPG) to SNC's consultation on the Part 2 Local Plan
13. To consider applying to have the Bell Public House listed as an Asset of Community Value

14. To receive an update on the repairs to the War Memorial
15. Councillor questions
16. Close

Signed \_\_\_\_\_ Dated \_\_\_\_\_

*Helen du Bois*  
*Clerk to Helmdon Parish Council*  
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