

HELMDON PARISH COUNCIL

All Councillors are summoned to the Annual General Meeting of Helmdon Parish Council to be held in the Reading Room, Church Street, Helmdon on Monday 16th May 2011, commencing at 7.30 pm. This meeting will be followed by an Ordinary Meeting of the Parish Council.

Members of the public and Press are invited to attend both meetings and to participate in the Open Forum

AGENDA – Annual General Meeting

1. Election of Chairman for 2011/12
2. Signing of Chairman's declaration of acceptance of office
3. Apologies for Absence
4. To receive councillors' declarations of acceptance of office
5. Election of Vice Chairman for 2011/2
6. To appoint the Responsible Financial Officer
7. To appoint an Internal Auditor
8. To appoint members for committees
 - a) Finance (5) including one named Cllr as Internal Control Councillor
 - b) Planning (5)
 - c) Road Safety (5)
 - d) Playground (3)
 - e) Allotment (3)
 - f) Achieving Quality Council Status (5)
9. To appoint parish representatives
 - a) Parish Paths Warden
 - b) Parish Highways Representative
 - c) Neighbourhood Watch Co-ordinator
 - d) School Liaison Councillor
 - e) PC Rep on Reading Room Committee
 - f) PC Reps (2) on Parish Plan Monitoring Group
 - g) Poppy Organiser
 - h) PC Reps (2) on Blackpits Monitoring Group
 - i) Health and Safety Officers (2)
10. Updating of Register of Interests
11. Approval and signature of the Minutes for the AGM held on 26th May 2010
12. Matters arising from the minutes of 26th May 2010
13. Committee & Representative Reports
 - a) Finance
 - b) Planning
 - c) Road Safety (Parish Highways Representative)
 - d) Playground
 - e) Allotments
 - f) Helmdon Parish Plan
 - g) Parish Paths Warden
 - h) Neighbourhood Watch
 - i) School Liaison
 - j) Reading Room

AGENDA – Ordinary Meeting following the AGM

1. Apologies for Absence
2. Approval and Signature of the Minutes for the Ordinary Meeting of 23rd March 2011.
3. Matters Arising from the Minutes of 23rd March 2011
4. Open Forum
5. Finance
 - a) Financial statement
 - b) Bills for Payment
 - c) Payments Received
6. Planning:
 - a) To receive decisions of Planning committee on applications since 23/03/11
 - b) To receive update on Affordable Housing development
 - c) To receive update on recent decisions and outstanding applications
7. Correspondence Review
8. To consider response to NCC Transport Consultation
9. Talkabout - To receive update on the vacant editor position
10. Reading Room Project Update
11. Annual Parish Meeting – to review the 2011 meeting and consider format for future ones
12. To set the date for the first Finance meeting to review grant applications, sign off Accounts and make recommendations regarding insurance.
13. To consider requirement for a June meeting and review frequency of future meetings
14. To adopt the Helmdon Parish Plan Action Plan
15. To receive update on the School Field licence
16. Footpaths- to consider claiming a new route due to prolonged use
17. Health and Safety
 - a) To receive completed Inspections Reports
 - b) To address any other Health and Safety Issues
18. Allotments issues
19. To receive update on Village of the Year Competition Entry – Cllr Coatsworth
20. Highways Issues
 - a) Traffic lights on Station Road bridge – update
 - b) Speed limit extensions - update
21. Councillors' Questions

Signed _____

Dated _____

Liz Hart, Parish Clerk
Station House, Station Road, Helmdon, NN13 5QS