



## HELMDDON 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 Wednesday 22<sup>nd</sup> May 2013, 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 2013/14
2. Signing of Chairman's declaration of acceptance of office
3. Apologies for Absence
4. Election of Vice Chairman for 2013/14
5. To confirm the Responsible Financial Officer
6. To appoint an Internal Auditor
7. To appoint members for committees
  - a) Finance (5 ) including one named Cllr as Internal Control Councillor
  - b) Planning (7 )
  - c) Road Safety (3)
  - d) Playground (3)
  - e) Allotment (3)
8. To appoint parish representatives
  - a) Parish Paths Warden
  - b) Parish Highways Representative
  - c) Neighbourhood Watch Co-ordinator
  - d) School Liaison Councillors (2)
  - e) PC Rep on Reading Room Committee
  - f) PC Reps (3) on Parish Plan Monitoring Group
  - g) Poppy Organisers
  - h) PC Reps (2) on Blackpits Monitoring Group
  - i) Health and Safety Officers (2)
  - j) Tree Warden
9. Updating of Register of Interests
10. 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 Councillors
  - j) Reading Room
  - k) Tree Warden

## **AGENDA – Ordinary Meeting following the AGM**

1. Apologies for Absence
2. Declarations of Interest
3. Approval and Signature of the Minutes of the Ordinary Meeting held on 27<sup>th</sup> March 2013
4. Matters Arising from the Minutes of the Meetings of 27<sup>th</sup> March 2013
5. Open Forum
6. To receive updates from the Clerk regarding water related issues: NCC, Anglian Water and MGWSP, Bulkhead Properties and to consider issue of blocked ditches
7. Finance
  - a) Financial statement
  - b) To award grants with regard to recommendations from the Finance Committee
  - c) To note payments received
  - d) To consider bills for payment
  - e) To close off accounts for y/e 31st March 2013
  - f) Annual Return – Approval of Statement of Accounts
  - g) Annual Return – Approval of Annual Governance Statement
8. Planning:
  - a) To receive update regarding the Broadview Energy Ltd Wind Farm development
  - b) To receive decisions of Planning committee on applications since 27/03/13
  - c) Update from Parish Clerk regarding outstanding applications
9. Correspondence Review
10. To receive update on works to bridge on Station Rd
11. To receive update on Best Village Competition
12. To receive update regarding the Jubilee Wall
13. Update from School Liaison Councillors
14. Update from Playground Committee
15. To receive recommendations from the Allotment Committee
16. Councillors' Questions

**Signed** \_\_\_\_\_

**Dated** \_\_\_\_\_

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