

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 Wednesday 23rd May 2012, 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 2012/13
2. Signing of Chairman's declaration of acceptance of office
3. Apologies for Absence
4. Election of Vice Chairman for 2012/13
5. To appoint 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)
 - f) Achieving Quality Council Status (5)
8. To appoint parish representatives
 - a) Parish Paths Warden
 - b) Parish Highways Representative
 - c) Neighbourhood Watch Co-ordinator
 - d) School Liaison Councillors
 - 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)
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) Achieving Quality Status
 - g) Helmdon Parish Plan
 - h) Parish Paths Warden
 - i) Neighbourhood Watch
 - j) School Liaison Councillors
 - k) Reading Room

AGENDA – Ordinary Meeting following the AGM

1. Apologies for Absence
2. Approval and Signature of the Minutes for the Ordinary Meeting of 28th March 2012 and the Extra Ordinary Meeting of 14th May 2012
3. Matters Arising from the Minutes of 28th March 2012 and 14th May 2012
4. Open Forum
5. Observations from District Councillor Robin Digby
6. Finance
Financial statement
 - i. Bills for Payment
 - ii. Payments Received
 - iii. To close off accounts for y/e 31st March 2012
 - iv. Annual Return – Approval of Statement of Accounts
 - v. Annual Return – Approval of Annual Governance Statement
7. To receive and adopt the Annual Report for year ending 31/03/2012
8. Planning:
 - i. To receive update on Broadview Energy Ltd Wind Farm appeal
 - ii. To receive decisions of Planning committee on applications since 28/03/12
 - iii. Update from Parish Clerk regarding outstanding applications
 - iv. Neighbourhood Planning - update
9. Correspondence Review
10. Helmdon Voice – to consider arrangements for newsletter delivery and provide feedback to the Clerk regarding advertising requests.
11. To consider action required regarding the Jubilee tree planting project
12. To receive update regarding the following works:
 - i. Bridge on Station Road
 - ii. Blocked gullies
13. Snapshot Project: to formally receive the finished project, to decide whether or not/how to sell copies of the book and whether or not to take up Andrew Grant's offer of funding towards producing 10 copies
14. To receive update regarding Jubilee celebrations at the Primary School and elsewhere
15. To consider standard of service provided by NCC
16. To receive update on Jubilee Gate project and decide whether to apply for planning permission to SNC
17. Risk Management - To receive inspections reports and condition report and consider action plan to remedy any issues.
18. Councillors' Questions

Signed _____

Dated _____

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