

EASTHAM PARISH COUNCIL

**Chairman John Inge, Vice Chairman Geoff Brookes,
Peter Moseley, Mike Adams, Joyce Horsfall, Cyril Norman, Mike Dowling**

To Members of Eastham Parish Council

**You are duly required to attend the
Annual Meeting of Eastham Parish Council
on Tuesday 25th May 2010
at 7.30pm in Eastham Memorial Hall**

Agenda

1. Election of Chairman and signing of Declaration of Office.
2. **Apologies:** To receive apologies and to approve the reason for absence.
3. Election of Vice Chairman.
4. **Declarations of Interest**
 - a. Register of Interests: Councillors are reminded of the need to update their register of interests.
 - b. To declare any Personal Interests in items on the agenda and their nature.
 - c. To declare any Prejudicial Interests in items on the agenda and their nature (Councillors with prejudicial interests must leave the room for the relevant items).
5. **The meeting will be adjourned for Public Question Time**

The time allocated is at the discretion of the Chairman. Residents are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for future consideration at the discretion of the Chairman. Members of the public may not take part in the Parish Council meeting itself. This period is not part of the formal meeting: brief notes will be appended to the minutes as an aide memoir.

A Councillor with a prejudicial interest in a particular issue may address the Council on the issue during Public Question Time subject to the Councillor leaving the room in the event of an exchange on the issue between the public and the Council during this period.
6. **Standing Orders** – (circulated) to note and review at next meeting due to changes.
7. **Financial Regulations** – (circulated) to note and consider reviewing.
8. **Code of Conduct** – to note, all members should have copies.
9. **To consider the Council's Scheme of Delegation** (circulated) and to appoint members to the following:
 - a. Staffing Working Party
 - b. Planning Working Group
 - c. Clerk's Finance Support Group
10. **Risk Assessment (circulated) and Insurance** – to review.
11. **To appoint individuals to the following roles:**
 - a. Footpaths Officer
 - b. Tree Warden
12. To nominate Councillors to the following outside body:

Two Councillors to the Worcestershire CALC Area Meeting

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13. **Minutes:** To consider adoption of the minutes of the last meeting of the Council held on 27th April 2010 (attached).
14. District/County Councillors reports for information.
15. **Progress reports** for information:
 - a. **BT Telephone Box closure** – update.
 - b. **Memorial Railings** – To decide whether PC repaint the railings this summer.
16. **Reports on Meetings attended by Clerk or Councillors:**
Clerks Gathering – Data Protection Act
17. **Finances**
 - a. To consider payments to be made as on list presented at meeting.
 - b. To report receipts since last meeting.
 - c. Bank Reconciliation for April 10 (Current & Investment Acc) to be signed.
 - d. Internal Audit – to receive report.
 - e. External Audit - to sign documents and forward to Auditor.
18. **Planning:**
 - a. Plans received since last meeting – None.
 - b. Decisions received since last meeting – None.
 - c. Plans for consideration tonight – None.
19. **Road report:**
 - a. **Lengthsman** – monthly update.
 - b. Any problems to report.
 - c. Outstanding queries –
Response from WCC following letter sent regarding road conditions and gritting.
Highwood Road resurfacing and subsidence.
Corner by Memorial Hall – update on verge problem.
New Road – erosion of sides.
Eastham Bridge - update
20. **Correspondence for Information:**
A list of items will be available at the meeting.
21. **Clerks report on Urgent Decisions since last meeting.**
22. **Councillors reports and items for the next agenda.**
Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.
23. **Date of next meeting – to be arranged.**

Signed-----Date **18th May 2010**
Clerk to Eastham Parish Council