

EASTHAM PARISH COUNCIL

Chairman John Inge, Mike Adams, Joyce Horsfall, Paul Arnold

To Members of Eastham Parish Council

You are duly required to attend the
Annual Meeting of Eastham Parish Council
on Tuesday 23rd May 2011
at 7.15pm in Eastham Memorial Hall

Agenda

All Councillors must sign a Declaration of Office before the start of this meeting.

1. **Election of Chairman** - signing of Declaration of Office.
2. **Apologies:** To receive apologies and to approve the reason for absence.
3. **To Co opt new Members onto the Parish Council** – to consider applications received.
4. Election of Vice Chairman.
5. **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).
6. **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.
7. **Standing Orders** – (circulated) to note and review at next meeting.
8. **Financial Regulations** – (circulated) to note and consider reviewing.
9. **Code of Conduct** – to note, all members should have copies.
10. **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
11. **Risk Assessment (circulated) and Insurance** – to review and renew Insurance due 1st June.
12. **To appoint individuals to the following roles:**
 - a. Footpaths Officer
 - b. Tree Warden

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13. To nominate Councillors to the following outside body:
Two Councillors to the Worcestershire CALC Area Meeting
14. **Minutes:** To consider adoption of the minutes of the last meeting of the Council held on 26th April 2011 (attached).
15. **Progress reports** for information:
 - a. **Memorial Railings** – To respond to correspondence received regarding work undertaken.
To agree Clerks expenses for paint/brushes purchased – total costs £165.27.
16. **Reports on Meetings attended by Clerk or Councillors:**
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 11 (Current & Investment Acc) to be signed.
 - d. Internal Audit – to receive report.
18. **Planning:**
 - a. Plans received since last meeting – None.
 - b. Decisions received since last meeting –
11/00210/FUL – Khandala, Highwood, Eastham – Erection of replacement detached dwelling to provide family accommodation.
 - c. Plans for consideration tonight – None.
19. **Road report:**
 - a. **Lengthsman** – monthly update.
 - b. Any problems to report.
 - c. Outstanding queries –
Highwood Road resurfacing and barrier.
New Road – erosion of sides.
Robins End Corner – update regarding water on road.
Grit bin Highwood – update.
20. **Data Protection** – to discuss registering with Information Commissioners Office.
21. **Correspondence for Information:**
A list of items will be available at the meeting.
22. **Clerks report on Urgent Decisions since last meeting.**
Response to Bus Review circulated to all.
23. **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.
24. **Date of next meeting – to be arranged.**

Signed-----Date **17th May 2011**
Clerk to Eastham Parish Council