

# **RATTLEDEN PARISH COUNCIL**

## **Members of the Council:**

You are hereby summoned to the **Annual Meeting of the Parish Council which will be held in the Village Hall on Tuesday 19 May 2015 at 6.45pm** for the purpose of transacting the business below.

## **Members of the public:**

Members of the public are welcome to attend and may address the Council, following item seven on the agenda, when the meeting is adjourned.

## **Reporting on Meetings**

Except where members of the public have been excluded due to the confidential nature of the business, any person may film, photograph, audio record or use social media to report on meetings of the Council, including any public comment and/or questions. Would any person intending to report please give notice before the start of the meeting to the Clerk or Chairman of the Council to enable reasonable facilities to be afforded.

## **AGENDA**

1. **To elect the Chairman of the Council for the coming year.**
2. **To receive the Chairman's Declaration of Acceptance of Office.**
3. **To elect the Vice-Chairman of the Council for the coming year.**
4. To receive any apologies for absence.
5. **To receive Councillors' Declarations of Acceptance of Office.**
6. **To receive, from Members, any declarations of interest in items on the agenda in accordance with the Council's Code of Conduct.**
7. **To approve the minutes of the Ordinary Meeting of the Parish Council held on 28 April 2015.**
8. **Adjournment for:**  
Public comment and/or questions.
9. **To appoint members to the Planning Committee unless it be resolved that the need for such a Committee no longer exists.**
10. **To appoint members to external bodies, as appropriate, including Rattlesden Village Hall Management Committee.**
11. **To appoint Council Officers:**
  - 11.1 Tree Officer
  - 11.2 Footpath Officer

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## **12. Council Governance:**

- 12.1 To review the systems of internal control and to take action as appropriate.
- 12.2 To review Council policies, procedures and guidelines and to take action as appropriate.

## **13. Finance:**

- 13.1 To receive the Clerk's financial report.
- 13.2 To authorise payments as presented and to note income received.
- 13.3 To approve the completion of Section 2 of the Audit Commission Annual Return 2014-2015 - "Annual Governance Statement 2014/15 for Rattlesden Parish Council".
- 13.4 To appoint a Finance Councillor.

## **14. Council Vacancies:**

To consider and take any actions, including co-options, to fill councillor vacancies following the recent uncontested election.

## **15. Council Meetings:**

To approve the schedule of meetings for 2015-2016.

## **16. Electronic Summons:**

In recognition of the Local Government (Electronic Communications) (England) Order 2015, and as provided for by Rattlesden Parish Council Standing Order 15.2a, to seek councillors' formal consent to receive summonses to attend Council meetings by electronic transmission (i.e. e-mail).

## **17. Next Meeting:**

To note that the next Ordinary Meeting of the Parish Council is scheduled for Tuesday 30 June in the Village Hall beginning at 7.30pm.



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