

# Woodhurst Parish Council

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## Notice is hereby given that:

The Annual meeting of Woodhurst Parish Council will be held in the **Village Hall**, St John's Close, Woodhurst on **Wednesday 8<sup>th</sup> May 2013 at 7.30pm** for the purpose of transacting the following business:

## **AGENDA**

1. Election of Chairman and to receive the Chairman's Declaration of Acceptance of Office
2. Election of Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office
3. Election of Councillors to Other Duties
4. Councillor's to sign their "Acceptance of Office Return" & "Financial Declaration"
5. Apologies and reasons for Absence
6. Members declaration of Interest for items on the Agenda

**The meeting will close for the members of the public to raise questions about and comment on items on the agenda. Time allowed 10 minutes.**

7. Minutes - to approve the minutes of the meeting held on 20<sup>th</sup> March 2013 and the minutes from the ExtraOrdinary meeting held on 25<sup>th</sup> April 2013.
8. To approve and adopt the Standing Orders
9. To approve and adopt the Financial regulations
10. To review the Council asset register
11. To review the Council Policies:
  - Code of conduct
  - Complaints procedure
  - Data Protection
  - Freedom of Information
  - Health and Safety
  - Management of records
12. To review any correspondence received
13. Finance
  - To sign and approve the Annual Return for year ended 31st March 2013
  - To appoint internal auditor for year ending Mar 31<sup>st</sup> 2014
  - To sign any cheques for payment
  - To discuss the Parish grant received and possible uses

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14. Calendar of Meetings for Year 2013/2014
15. Items to discuss arising from the Annual Parish meeting
16. To discuss Street Lights and the refurbishment programme
17. Planning – to review applications received
18. To raise any items for next meeting



Date of this notice    1<sup>st</sup> May 2013