

Woodhurst Parish Council

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 **Monday 14th May 2012 at 7.30pm** for the purpose of transacting the following business:
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 12th March 2012
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 2012
 - To appoint internal auditor for year ending Mar 31st 2013
 - To sign any cheques for payment
 - To discuss clerk's salary increase and working from home allowance

Clerk – Mrs Elizabeth Pendered, Harradine House, Church Street, Woodhurst
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14. Calendar of Meetings for Year 2012/2013
15. Items to discuss arising from the Annual Parish meeting
16. To discuss distribution of Diamond Jubilee commemorative mugs
17. To raise any items for next meeting



Date of this notice 4th May 2012