

# Woodhurst Parish Council

---

## **To all members of the council:**

You are hereby summoned to attend the AGM of Woodhurst Parish Council to be held in the Village Hall, St John's Close, Woodhurst on **Wednesday 11<sup>th</sup> May 2016 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 16<sup>th</sup> March 2016
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. To Discuss First Responder Kit
14. To discuss Maintenance Role
15. Finance
  - To sign and approve the Annual Return for year ended 31st March 2016
  - To approve Clerk's salary and acknowledge tax position
16. Calendar of Meetings for Year 2016/2017
17. Items to discuss arising from the Annual Parish meeting
18. To raise any items for next meeting