

CHEPPING WYCOMBE PARISH COUNCIL



ANNUAL MEETING AGENDA

TUESDAY 7 MAY 2013

Members of the council are summoned to attend the meeting to be held at 7.30 pm at the Council Chamber, Cock Lane, Tylers Green, High Wycombe, Bucks. HP10 8DS.

The meeting is open to the public and press.

- 1. Apologies for absence**
- 2. Declarations of members' interests in agenda items**
- 3. Election of chairman of the council**
After having served four consecutive terms as Chairman, Cllr Herschel has said that he is not a candidate for this election.

To elect a chairman of the council until the next annual meeting of the council.

Once elected, the chairman is required to make a declaration of acceptance of office.

The procedure for electing the chairman is by vote:

Standing Orders:

Members shall vote by show of hands, or, if at least two members so request, by signed ballot.

10. If a member so requires, the clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving on to the next business.
11. (1) Subject to (2) and (3) below the chairman may give an original vote on any matter put to the vote, in any case of an equality of votes may give a casting vote whether or not he gave an original vote.

(2) If the person presiding at the annual meeting would have ceased to be a member of the council but for the statutory provision which preserves the membership of the chairman and vice-chairman until the end of their term of office he may not give an original vote in an election for chairman.

(3) The person presiding must give a casting vote whenever there is an equality of votes in an election of chairman.

4. Election of vice-chairman of the council

To elect a vice-chairman until the next annual meeting of the council.

5. Election of standing committees of the council

To appoint members of the council to serve on the following committees:

- Amenity Land Committee
- Leisure Facilities Committee
- Works, Services and Planning Committee and
- Finance and General Purposes Committee

Unless appointed to serve on a committee, the chairman and the vice-chairman of the council are ex-officio members of all committees.

It is the council's policy to appoint three members of each ward to each of the four standing committees. Each member traditionally sits on two and sometimes three of the council's standing committees.

(a) Election of chairmen and vice-chairmen of committees

In order for delegated powers to be exercised before their first meetings **the chairman and vice-chairman of committees should be appointed.**

In order to do this, **the meeting of the council should be adjourned and each committee meet in turn to appoint a chairman and vice-chairman.**

(b) Planning Applications Committee

Though all members have a responsibility to consider planning applications, the council's long-standing practice in dealing with planning applications is to appoint one representative from each ward to take the lead, drawing ward members notice to more significant applications and to ensure that comments on applications are made through the Clerk, the council's Proper Officer.

The council should then reconvene.

(c) Appointment of sub-committees

The appointment of sub-committees and working parties is at the discretion of the appropriate standing committee and takes place at their first meeting.

(d) CWPC In-House Auditors

While every member of the council is required to accept responsibility and oversight of financial and policy matters, it is the council's practice to appoint two members to satisfy themselves that the council's affairs are in order and the appropriate restraints and regulations are being met.

It has been the council's policy to rotate one of the auditors each year so that each auditor serves a two year term of office (with the longer serving member mentoring the newer member on the practice and responsibilities of the role).

The meeting is asked to appoint two members as In-House Auditors or to refer the appointments to the Finance and General Purposes Committee.

6. Review of assets, risks and policies

The council's Standing Orders require that at the annual meeting of the council members should:

- Review and adopt financial regulations
- Review of delegation arrangements to committees, sub-committees and the Proper Officer.
- Review of the terms of references for committees
- Review of inventory of land and assets including buildings and office equipment.
- Review of arrangements for insurance cover in respect of all insured risks.
- Review of the council's and/or employees' memberships of other bodies.
- Review the council's complaints procedure.
- Review the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- Review the council's policy for dealing with the press/media

To NOTE: at the annual meeting in May 2012 it was agreed that the F&GP committee should over the four years of this council's terms of office review all the above policies and present to council for ratification , or recommendations for amendments if necessary and adoption.

This programme has begun or is now well in train:

- **Registration of our land**
- **Financial regulations**
- **Review of assets**

7. Appointment of representatives on other outside bodies

The council is asked to consider appointing representatives to the following organisations:

<u>Organisation</u>	<u>No. of Representatives</u>
Tylers Green Village Hall Committee	1 Tylers Green member
Tylers Green & Penn Parish Council Joint Meeting	Tylers Green members and chairman of council
Queensway Joint Committee	2 members and chairman of council
Wycombe District Association of Local Councils (x 5 per year)	3 members, one from each ward
Local Area Partnership (BCC) (x 4 per year)	All members invited, but only three CWPC votes
Neighbourhood Action Group (NAG) (x 12 per year)	3 members, one from each ward
Flackwell Heath Residents' Association Executive Committee (x 4 per year)	1 Flackwell Heath member
Flackwell Heath Community Centre	1 Flackwell Heath member
Bucks Association of Local Councils (BALC)	Chairman of council
M40 Chiltern Environmental Group	1 Loudwater member
Revive the Wye Project Joint Steering Group	1 member
Loudwater Forum	Loudwater members
And any other organisation the council believes to be relevant or not included in the above list	Members as appropriate

The meeting is asked to agree the appointments of representatives to the following sports organisations or to refer the issue to the Leisure Facilities Committee for consideration at their first meeting:

- Flackwell Heath Bowling Club
- Flackwell Heath Sports Club
- Flackwell Heath Tennis Club
- Loudwater Bowls Club
- Loudwater Football Club

8. Informal meeting of council members

Members are reminded that an informal meeting is scheduled to take place on Thursday 25 July 2013.

The informal meeting is traditionally held to any review policy or other important issues that will impact on the council within the following year.

The public and press are excluded from the meeting.

Members are asked to suggest items for consideration at the meeting or to subsequently notify the Clerk or Chairman of Council.

9. Questions from the public

Members of the public are permitted to make representations, ask and answer questions, as well give evidence in respect of any item of business included in the agenda. A fifteen minute period is permitted in total. If the Chairman of Council agrees representations and questions may be taken at the beginning of the meeting.

Members of the public wishing to speak at the beginning of the council meeting should approach the Clerk with this request as soon as possible.

Members of the council are reminded that on occasion it may **not** be in the public interest for the public and press to be present when discussion of tendering for work, legal or staff-related issues are considered. In that event a resolution giving reasons for their exclusion should be put and voted on. The outcome of the discussion forms part of the public minutes of the meeting.

10. Questions by members of the council

11. Accounts for payment

The accounts for payment are to be circulated at the meeting for the approval of members.

Members are reminded to declare any personal or personal and prejudicial interests in any items submitted for payment.

A handwritten signature in black ink that reads "WThompson". The signature is written in a cursive style with a large initial 'W'.

Wendy Thompson
Clerk of the Council
29 April 2013