

**CHEPPING WYCOMBE PARISH COUNCIL**  
**ANNUAL MEETING OF COUNCIL AGENDA**

**TUESDAY 12 MAY 2009**

**TO ALL MEMBERS OF THE COUNCIL**

You are hereby summoned to attend the **Annual Meeting of the Council** to be held on Tuesday 12 May 2009 at 7.30 pm at the Council Office, Cock Lane, Tylers Green, High Wycombe, Buckinghamshire, HP10 8DS.

**1. APOLOGIES FOR ABSENCE**

At the time of agenda despatch, apologies for absence have been received from C Dodds.

**2. ELECTION OF CHAIRMAN OF THE COUNCIL**

To elect a Chairman of the Council until the next Annual Meeting of the Council, which will be held in May 2010. Once elected, the Chairman will be required to make a Declaration of Acceptance of Office as Chairman of the Council, in accordance with legislation.

The Procedure for electing the Chairman is by vote and Members are referred to paragraphs 9 – 11 of Standing Orders:

**9. VOTING**

**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.**

### **3. ELECTION OF VICE-CHAIRMAN OF THE COUNCIL**

To elect a Vice-Chairman of the Council until the next Annual Meeting of the Council.

The Vice-Chairman will also be required to make a Declaration of Acceptance of Office.

### **4. 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 of the Council and the Vice-Chairman of the Council become ex-officio members of the other Committees, in accordance with Standing Order 43.

It has been the Council's policy to appoint three Members of each Ward (Village) on to each of the Committees. Each Member traditionally sits on two or three of the Council's four Committees.

#### **(a) Election of Chairmen and Vice-Chairmen of Committees**

In order for delegated powers to be undertaken before the first meetings of these Committees, **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 the Chairman and Vice-Chairman.**

**The Council should then reconvene.**

#### **(b) Appointment of Sub-Committees**

The appointment of Standing Committee's sub-committees and working parties is at the discretion of the appropriate Committee and takes place at the first meeting.

#### **(c) Planning Applications Committee**

The Council deals with planning applications by appointing one representative from each ward to make comments on applications through the Parish Council. This is done because of the time restraints on submitting such comments to the Planning Authority.

When contentious applications or those with a wider interest are received these three Members and the Chairman of the Council form the Planning Application Committee (*see terms of reference of the Committee, attached to Standing Orders, for definition*), which meets as and when necessary.

It has been agreed that these Planning Representatives should be appointed by the Works, Service and Planning Committee because planning matters come under the terms of reference of that Committee.

**Members of the Works, Services and Planning Committee are asked to appoint planning representatives who together with the Chairman of Council will form the Planning Application Committee.**

#### **(d) CWPC "In House" Auditors**

Two Members of the Council are appointed to satisfy themselves that the Council's financial affairs are in order and the appropriate restraints and regulations are being met. It is also noted that each Member of the Council is required to accept responsibility and ownership of such financial matters.

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 guiding the incoming Member on the practice and responsibilities of the role).

**The meeting is asked to appoint two Chepping Wycombe Parish Council "In House" Auditors or to refer the appointments to the Finance and General Purposes Committee.**

### **5. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES**

**The Council is asked to consider appointing representatives to the following organisations:**

| <b><u>Organisation</u></b>                                          | <b><u>No. of Representatives</u></b>                      |
|---------------------------------------------------------------------|-----------------------------------------------------------|
| <b>Tylers Green Village Hall</b>                                    | <b>1 Member</b>                                           |
| <b>Tylers Green &amp; Penn Parish Council Joint Meeting</b>         | <b>Tylers Green Members &amp; Chairman of Council</b>     |
| <b>Queensway Joint Committee</b>                                    | <b>Up to 2 Members and Chairman of Council</b>            |
| <b>Wycombe District Association of Local Councils (x5 per year)</b> | <b>2 Members</b>                                          |
| <b>Local Area Committee (BCC) (x4 per year)</b>                     | <b>1 Member of Works, Services and Planning Committee</b> |

|                                                                                                                 |                                            |
|-----------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| <b>Neighbourhood Action Group (NAG)<br/>(x12 per year)</b>                                                      | <b>3 (1 from each of the Parish Wards)</b> |
| <b>NAG Speeding Working Group</b>                                                                               | <b>1 Member</b>                            |
| <b>Flackwell Heath Residents' Association<br/>Executive Committee (x4 per year)</b>                             | <b>1 Flackwell Heath Member</b>            |
| <b>Flackwell Heath Community Centre</b>                                                                         | <b>1 Flackwell Heath Member</b>            |
| <b>Bucks Association of Local Councils<br/>(BALC)</b>                                                           | <b>1 Member</b>                            |
| <b>M40 Chiltern Environmental Group</b>                                                                         | <b>1 Member</b>                            |
| <b>Revive the Wye Project Joint Steering<br/>Group</b>                                                          | <b>1 Member</b>                            |
| <b>And any other organisation the<br/>Council believes to be relevant or not<br/>included in the above list</b> | <b>Members as appropriate</b>              |

For ease of reference, the current Membership on the above groups will be tabled at the meeting.

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:

- **Flackwell Heath Bowling Club**
- **Flackwell Heath Sports Club**
- **Flackwell Heath Tennis Club**
- **Loudwater Bowls Club**
- **Loudwater Sports and Football Clubs**
- **Penn & Tylers Green Sports Club**

For ease of reference, the current Membership on the above groups will be tabled at the meeting.

## **6. INFORMAL COUNCIL MEETING**

Members are reminded that the Informal Council meeting is programmed to take place on Tuesday 14 July 2009. This is a change to the usual practice of holding the meeting in June. However, in order to meet the requirements set out by the Audit

Commission, the Council is required to approve the End of Year Accounts by the end of June, hence the need for a formal Council meeting in that month.

The Informal meeting is traditionally held to review policy issues or current important issues that will impact on the Council within the following year. The Press and Public are excluded from the meeting.

It is suggested that items for consideration include:

- Staffing Training – Review
- Member Training – Review

**Members are asked to:**

- (i) **approve that Standing Order 3 be suspended to allow the formal (or statutory) meeting of Council to take place in June rather than in July of 2009; and**
- (ii) **indicate additional items for consideration at the Informal Council meeting now scheduled for 14 July 2009.**

## **7. PROPOSITIONS**

No propositions have been received.

## **8. QUESTIONS BY MEMBERS OF THE COUNCIL**

No questions in advance of the meeting have been received.

## **9. ADDRESS BY MEMBERS OF THE PUBLIC**

Attention is drawn to Standing Order 70. The Chairman should ask members of the public if they wish to address the Council on any matter that affects the Council. A fifteen-minute period is allowed in total.

This is publicised in every issue of the Newsletter. It is stated that unless prior notice is given of topics to be raised it may not be possible to respond because of the lack of time to gather relevant information. In such cases the matter would be referred to the next meeting of the appropriate committee.

Members of the Council are reminded that legal matters, contracts and staffing issues should be considered in private. If adequate notice has not been given of new items of expenditure, such expenditure cannot be authorised, in accordance with legislation.

## **10. 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.**

**Members of the Press and Public are asked to be excluded from the meeting for the consideration of any Confidential Payments, such as payments to members of the Council Staff.**

A handwritten signature in black ink, appearing to read 'H R O Jones', written in a cursive style.

H R O Jones  
Clerk of the Council  
29 April 2009