

# **CHEPPING WYCOMBE PARISH COUNCIL**



## **ANNUAL MEETING AGENDA**

**TUESDAY 10 MAY 2011**

Elected members of the council are summoned to attend the meeting to be held on Tuesday 10 May 2010 at 7.30 pm at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks. HP10 8DS. The meeting is open to the public and press.

### **1. APOLOGIES FOR ABSENCE**

At the time of agenda despatch apologies for absence have been received from Robert Sadler (holiday).

### **2. DECLARATIONS OF ACCEPTANCE OF OFFICE.**

In an election year all councillors are required to execute a declaration of acceptance of office.

If any elected councillor is unable to make such a declaration at the annual meeting the Council should decide by what date it shall be received.

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

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.

The Vice-Chairman is also required to make a declaration of acceptance of office.

**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 of the Council and the Vice-Chairman of the Council are ex-officio members of the other 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**

The Council's practice in dealing with planning applications is by appointing one representative from each ward to make comments on applications through the Clerk, the council's Proper Officer.

When contentious applications or those with a wider interest are received these three members and the Chairman of the Council form the Planning Applications Committee which meets as and when necessary.

These planning representatives are 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 the Works, Services and Planning Committee will form the Planning Applications Committee.**

**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. ADOPTION OF STANDING ORDERS**

**The affairs of the Council are regulated by statute and the Council's Standing Orders. They should be reviewed at least every four years. The last Council has undertaken such a review and offers them to you for consideration and adoption.**

**A copy is attached to the agenda.**

***Resolution:* That the council adopt the new 2011 Standing Orders.**

## **7. REVIEW OF ASSETS, RISKS AND POLICIES**

**The council's Standing Orders (2011) also require that at the annual meeting members should:**

- Review and adoption of financial regulations (due 2011/2012).
- 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

***Resolution:* That the council refer the review of these items to the Finance and General Purposes Committee; that they draw up and implement a**

plan for their review over the next Council year and report back to Council as each review is completed.

# **8. 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 Committee</b>                                                              | <b>1 Tylers Green member</b>                          |
| <b>Tylers Green &amp; Penn Parish Council Joint Meeting</b>                                             | <b>Tylers Green members and Chairman of Council</b>   |
| <b>Queensway Joint Committee</b>                                                                        | <b>2 members and Chairman of Council</b>              |
| <b>Wycombe District Association of Local Councils (x5 per year)</b>                                     | <b>3 members, one from each ward</b>                  |
| <b>Local Area Committee (BCC) (x4 per year)</b>                                                         | <b>All members invited, but only three CWPC votes</b> |
| <b>Neighbourhood Action Group (NAG) (x12 per year)</b>                                                  | <b>3 members, one from each ward</b>                  |
| <b>Flackwell Heath Residents' Association 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 (BALC)</b>                                                       | <b>Chairman of Council</b>                            |
| <b>M40 Chiltern Environmental Group</b>                                                                 | <b>1 Loudwater member</b>                             |
| <b>Revive the Wye Project Joint Steering Group</b>                                                      | <b>1 member</b>                                       |
| <b>And any other organisation the Council believes to be relevant or not included in the above list</b> | <b>Members as appropriate</b>                         |

**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**

## **9. INFORMAL MEETING OF COUNCIL MEMBERS**

Members are reminded that an informal meeting for them is scheduled to take place on Tuesday 19 July 2011.

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 indicate items for consideration at the meeting or to subsequently notify the Clerk or Chairman of Council.**

## **10. PUBLIC PARTICIPATION**

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 is **not** 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.

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

At the time of agenda dispatch no questions from members have been received

## **12. 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.**

Caroline J Norris  
Acting Clerk of the Council  
3 May 2011