

CHEPPING WYCOMBE PARISH COUNCIL



ANNUAL MEETING AGENDA

TUESDAY 9 MAY 2023

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. 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.

2. Election of vice-chairman of the council

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

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

3. Apologies for absence

4. Declarations of members' interests in agenda items

5. Election of standing committees of the council

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

- Open Spaces
- Works & Services 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 from Tylers Green and Loudwater and four members from Flackwell Heath to each of the three 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

Council is asked to CONSIDER and, if so minded, APPROVE;

- the planning representatives for each ward rotate the chairmanship of the Planning meeting by agreement amongst themselves;
- all members are welcome to attend;
- quorum of these meetings will be 3;

Council is asked to elect one planning representative from each ward.

(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:

- Adopt financial regulations and standing orders including the delegation arrangements to committees, sub-committees and the Proper Officer as recommended by full Council.
- Terms of references for committees to be deferred to each committee.
- Inventory of land and assets including buildings and office equipment was reviewed at the Finance & General Purposes Committee.
- Insurance cover in respect of all insured risks (renewals are currently being sought)
- Review of the council's and/or employees' memberships of other bodies to follow.
- Review the council's complaints procedure as recommended by full Council.
- Review the council's policy for dealing with the press/media as recommended by full Council.

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 & Penn Parish Council Joint Meeting	Tylers Green members and chairman of council
Beaconsfield & Chepping Wye Community Board (BCC) (x 4 per year)	1 representative (working groups reps to be appointed as required)
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
Flackwell Heath Scouts & Guides Joint Executive Committee	1 member
Revive the Wye Project Joint Steering Group	Loudwater members
And any other organisation the council believes to be relevant or not included in the above list	

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 Tennis Club
- Loudwater Bowls Club
- Flackwell Heath Minors Football Club

8. Informal meeting of council members

Members are reminded that the informal meeting is traditionally held to review policy or other important issues that will impact on the council within the following year. The date of the meeting has been set for Tuesday 10 October @ 7.30pm.

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.

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.

A handwritten signature in black ink, reading 'W Thompson', enclosed within a thin yellow rectangular border.

Wendy Thompson
Clerk of the Council
2 May 2023