

# CHEPPING WYCOMBE PARISH COUNCIL



## ANNUAL MEETING AGENDA

**TUESDAY 5 MAY 2026**

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.**

**Under the Local Government Act 1972 Sch 12 para 13(1) Unless otherwise provided by the council's standing orders the manner of voting at meetings of a parish council shall be by a show of hands.**

**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 vice-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 shall be adjourned and each committee meet in turn to appoint a chairman and vice-chairman.***

**(b) Planning Representatives**

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 normally takes place at their first meeting.

**7. 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 in the process of being revised.
- 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 – currently we are year 2 in a 3 year agreement
- 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 – the Publicity Policy is currently under review and will be taken back to the next full Council for adoption.

**8. Appointment of representatives on other 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 &amp; Penn Parish Council Joint Meeting</b>             | <b>Tylers Green members and chairman of council</b>                           |
| <b>West Chilterns Community Board (BC)</b>                              | <b>1 representative<br/>(working groups reps to be appointed as required)</b> |
| <b>Neighbourhood Action Group (NAG)</b>                                 | <b>3 members, one from each ward</b>                                          |
| <b>Flackwell Heath Residents' Association Executive Committee</b>       | <b>1 Flackwell Heath member</b>                                               |
| <b>Flackwell Heath Community Centre</b>                                 | <b>1 Flackwell Heath member</b>                                               |
| <b>Bucks &amp; Milton Keynes Association of Local Councils (BMKALC)</b> | <b>Chairman or Vice Chairman of council</b>                                   |

| <b><u>Organisation</u></b>                                                                              | <b><u>No. of Representatives</u></b> |
|---------------------------------------------------------------------------------------------------------|--------------------------------------|
| <b>Flackwell Heath Scouts &amp; Guides Joint Executive Committee</b>                                    | <b>1 member</b>                      |
| <b>Revive the Wye Project Joint Steering Group</b>                                                      | <b>Loudwater members</b>             |
| <b>And any other organisation the council believes to be relevant or not included in the above list</b> |                                      |

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

- Flackwell Heath Bowling Club
- Flackwell Heath Tennis Club
- Flackwell Heath Minors Football Club

**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**



Wendy Thompson  
Clerk of the Council  
28 April 2026