

SILVERSTONE PARISH COUNCIL

Councillors are summoned and members of the public and press are invited to the **ANNUAL MEETING** of the Parish Council to be held on **MONDAY 13th MAY 2019** at the Methodist Church Room, at 8pm, to transact the following business:

1	To receive nominations and ELECT THE CHAIR of the Parish Council
2	To complete the DECLARATION OF ACCEPTANCE OF OFFICE Form by the Chair
3	To complete the DECLARATION OF ACCEPTANCE OF OFFICE and ELECTRONIC SERVICE OF SUMMONS forms by all members
4	CHAIRMAN'S ANNOUNCEMENTS
5	To receive and accept any APOLOGIES for absence
6	i) To determine any DISPENSATION REQUESTS received in advance of the meeting. ii) To invite any DECLARATIONS OF INTEREST by members on Agenda items. iii) To remind members of the REQUIREMENT TO UPDATE REGISTER OF INTEREST FORMS following any changes, within 28 days of the changes.
7	To note the MINUTES OF THE 2017 ANNUAL MEETING signed at the June 2018 meeting of the Council and to sign the MINUTES of the full Council meeting held on April 9th 2019.
8	To receive nominations and ELECT A VICE CHAIRMAN
9	To consider formation, designation and membership of the following COMMITTEES & WORKING GROUPS ; i) Finance Committee ii) Planning Committee iii) Councillor(s) with responsibility for the parish play areas iv) Pocket Park Volunteer Group v) Footpaths Working Group vi) Lighting Working Group vii) Highways Working Group viii) Reps to Circuit meetings ix) Village litter picker x) PC representative(s) on NHP Working Party. xi) Leisure Enhancement Committee and Working Group representatives
10	To consider, amend and adopt the following POLICIES OF THE COUNCIL : A) Standing Orders B) Financial Regulations C) Risk Assessment D) Complaints procedure E) Terms of Reference for Internal Auditor F) Training Statement of Intent G) Dignity at Work Policy H) FOI Publication Scheme I) Play area adoption J) Pocket Parks events Policy K) E mail protocol L) Website Policy M) GDPR policies
11	To appoint an INTERNAL VERIFIER for the Council's Accounts
12	To appoint the INTERNAL AUDITOR for the Council's Accounts
13	To appoint the RESPONSIBLE FINANCIAL OFFICER of the Council
14	To make appointments to the following bodies: i) SRA Committee and Board of Trustees
15	To fix the DATES OF THE PARISH COUNCIL MEETINGS for the coming year being the second Monday of each month, excepting August and December, or such other date as may be designated by the Clerk as necessary
16	PUBLIC TIME i) Issues members of the public wish to raise. ii) To receive any report from DISTRICT COUNCILLOR
17	FINANCE - 17.1 To make any due payments to the Council (details to be circulated) 17.2 To note any receipts 17.3 To note the Council's bank account balances at 30 th April 2019 17.4 To consider any other financial matters including issues related to the 2019 Annual Audit Return
18	REPORTS: a) Planning – i) Report of Planning Committee ii) Update on Neighbourhood Plan b) Footpaths – i) Monthly Report ii) Any footpaths issues to report c) Highways - i) Update on previous reports ii) Any issues to report iii) Any other highways matters d) Lighting – i) Any issues to report ii) Any other lighting matters e) SRA - i) Committee report. ii) Any other issues to report

	<p>iii) Update on Leisure Enhancement Project</p> <p>f) Play areas – i) Church Street ii) Old Oak</p> <p>g) Pocket Parks - i) Olney Meadow ii) Brickle.</p> <p>h) Silverstone Circuit - i) Feedback from latest meetings</p> <p>i) Other reports - i) To receive an other reports to the Council</p>
19	Annual check of COUNCIL'S ASSETS
20	To receive and consider any CORRESPONDENCE – 22.1 Tabled correspondence 22.2 To receive any other correspondence to the Council
21	To receive and consider any CONSULTATION DOCUMENTS
22	To receive any ITEMS FOR THE NEXT MEETING AGENDA
	<i>Pursuant to the public bodies (admission to Meetings) Act 1960 due to the sensitive nature of the matter next to be considered relating to the Clerk members of the public and press will be asked to leave</i>
23	To consider the annual review of the Clerk's salary.
24	To note DATE OF NEXT MEETING - Monday 10 th June 2018 at 8pm

Linda Paice

LINDA PAICE

Clerk

9 Bradden Way

Greens Norton

Tel: 01327 353622

17th April 2019

ANTHONY THOMPSON

Chairman

26 Kingsley Road

Silverstone

Tel 01327 858843

Members of the public are welcomed at all meetings of the Council and opportunity to speak will be given at the appropriate time within the meeting.

Members of the public may also address the Council upon individual items listed on the agenda for a period not longer than 3 minutes provided that three clear days notice is given to the Parish Clerk of the intention. Parish Council meetings are held in a public place and attendees need to be aware that under new legislation the meeting may be recorded and/or photographs taken. If any member of the public intends to record or take photographs, as a courtesy will you please declare this at the beginning of the meeting.