

AGENDA



To: Cllr M Barnes
Cllr C Blackmore
Cllr E MacTiernan
Cllr E Phennah
Cllr J Roberts

Cllr J Beadle
Cllr P Godwin
Cllr P Mackenzie
Cllr G Shelton
Cllr S Terry

cc: Mrs L Stewart, Clerk's Assistant

Date: 2nd May 2023

NOTICE OF MEETING

You are summoned to the **Annual Meeting of Northway Parish Council** that will be held on **Wednesday, 10th May 2023** in the **Ray Shill Room, Northway Community Hub, Northway**, commencing at **7.00 p.m.**

The meeting Agenda follows over the page for your information.

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Clerk of the Council

AGENDA
ANNUAL MEETING OF NORTHWAY PARISH COUNCIL
WEDNESDAY, 10th MAY 2023
COMMENCING AT 7.00 P.M.

1. **Election of the Council Chairman for the Municipal Year.** (Copies of Councillors overall attendance circulated to Members which, also in line with Standing Orders, shows who is eligible to stand as Council Chairman)
2. **Chairman's Declaration of Acceptance of Office:** To be signed by the incoming Chairman.
3. **Apologies for absence**
4. **Members Declaration of Acceptance of Office:** As this is an election year all Members shall be required to sign an Acceptance of Office.
5. **Declarations of Interest:** Following adoption by the Council on 12th April 2023, of the Northway Parish Council Code of Conduct, Members are invited to declare any interest they may have in the business set on the Agenda to which the approved Code of Practice applies. Members are reminded that they should, at all times, observe the Code in carrying out their duties and that they signed such an undertaking in their Declaration of Acceptance of Office.
6. **Election of the Council Vice-Chairman for the Municipal Year.**
7. **Review of and Appointment of Committees and Working Parties** (including removal or addition of any new ones) - Chairman and Vice-Chairman are ex-officio Members on all Committees.
 - a. Finance Committee *(meet at least quarterly)*
 - b. Planning Committee *(meet monthly)*
 - c. General Purposes Committee *(meet monthly)*
 - d. General Purposes Projects Working Party *(meet as necessary)*
 - e. Road Safety Committee *(meet once a year, or as necessary)*
 - f. Staffing/Personal/HR Committee *(meet twice per year)*
(3 members Chairman, Vice-Chairman, Chair of Finance)
 - g. Carbon Neutral Working Party *(meet as necessary)*
 - h. Standing Orders/Financial Regulations Working Group *(infrequent)*
 - i. Emergency Planning Working Group/Winter Maintenance *(meet twice a year)*
 - j. Community Event Working Party *(meet as necessary)*
 - k. General Data Protection Regulations Working Party *(annually)*
 - l. Dog Issues Working Party *(meet as necessary)*
8. **Appointment of representatives on outside bodies,** (including removal or addition of any new ones):
 - a. Northway Community Volunteers (Northway Area Residents and Homeowners Association)
 - b. Parish Council Association (Currently Cllr Roberts with Cllrs Barnes and Mackenzie as backups).
 - c. Tewkesbury Garden Town Parish Subgroup Meeting (currently Cllrs Barnes, Beadle & Roberts)
9. **Health & Safety** – Documentation and assistance provided by NFU.

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10. **Standing Orders and Financial Regulations:-** To approve existing Standing Orders and Financial Regulations. (Members should all have a copy).
11. **Banking** - To approve bank signatories (to include removals and inclusions).
12. **Meeting Schedule (copy attached)** – To set the dates, time and place of ordinary meetings of the Full Council for the year ahead which will fall on the second Wednesday of each month except for August when there will be a holiday. To also consider six months of Committee meeting dates. To agree.
13. **Notice Boards** – To agree responsibility for various notice boards in the Parish, currently as follows:-

Hardwick Bank Road	-	Cllr Blackmore
The Spine	-	Cllr Shelton
Northway Centre	-	Cllr Terry
Lee Road	-	
Ashchurch Railway Station	-	Not useable
Northway Playing Field	-	Cllr Godwin
Saxon Park	-	Cllr Roberts

To consider any further action.

14. **Defibrillators** – To agree continued responsibility for various defibrillators in the Parish, currently as follows:-

Northway Playing Field (on CHR)	-	Cllr Godwin
Northway Community Hub	-	Staff
Hardwick Bank Road phone box	-	Cllr Phennah
Northway Centre	-	Cllr Shelton

To consider any further action.