

# AGENDA



To: Cllr Mrs D Bailey  
Cllr Mrs P Godwin  
Cllr E Phennah  
Cllr G Shelton  
Cllr Mrs S Terry

Cllr M Barnes  
Cllr Mrs E MacTiernan  
Cllr C Porter  
Cllr J Roberts  
Cllr S Ward

cc: Mrs L Stewart, Clerk's Assistant

Date: 9<sup>th</sup> May 2019

## NOTICE OF MEETING

You are summoned to the **Annual Meeting of Northway Parish Council** that will be held on **Wednesday, 15<sup>th</sup> May 2019** 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

**\*ALL DECLARATIONS OF ACCEPTANCE OF OFFICE MUST BE SIGNED PRIOR TO  
THE COMMENCEMENT OF THIS MEETING\***

**AGENDA**  
**ANNUAL MEETING OF NORTHWAY PARISH COUNCIL**  
**WEDNESDAY, 15<sup>th</sup> MAY 2019**  
**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. **Election of the Council Vice-Chairman for the Municipal Year.**
5. **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)*
  - e. Road Safety Committee *(meet once or twice per year)*
  - g. Staffing/Personal/HR Committee *(meet twice per year)*  
(To include Chairman, Vice-Chairman, Chair of Finance)
  - h. Standing Orders/Financial Regulations Working Group *(infrequent)*
  - i. Emergency Planning Working Group *(meet twice a year)*
  - j. Community Event Working Party *(meet as and when there is an event)*
  - j. Grant Working Party *(no meetings scheduled)*
  - k. Changing Room/Village Hall Working Party *(no meetings scheduled)infrequent)*
  - m. General Data Protection Regulations Working Party *(annually)*
  - n. Winter Maintenance Working Party *(meet twice per year)*
  - o. Art Project Working Party *(yet to meet)*
  - p. Contractors Working Party *(infrequent)*
  - q. Ashchurch Masterplan Working Party *(as necessary)*
  - r. IT Working Party *(as necessary)*
  - s. Neighbourhood Plan Working Party *(dormant)*
6. **Appointment of representatives on outside bodies,** (including removal or addition of any new ones).
  - a. Northway Community Volunteers (Northway Area Residents and Homeowners Association)
7. **Health & Safety** - To confirm Mr Neil Davis' continued appointment as Health and Safety Officer for the Council.
8. **Standing Orders and Financial Regulations:-** To approve existing Standing Orders and Financial Regulations. *(copy circulated previously to Members)*

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9. **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.

10. **Notice Boards** – To agree responsibility for various notice boards in the Parish, currently as follows:-

Hardwick Bank Road	-	Previously Cllr Terry
The Spine	-	Previously Cllr Shelton
Northway Centre	-	Previously Cllr Bailey
Lee Road	-	Previously Cllr Ward
Ashchurch Railway Station	-	Previously Cllr Roberts
Northway Playing Field	-	Previously Cllr Godwin
Saxon Park (to be installed)	-	Previously Cllr Roberts

To consider any further action.

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

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

To consider any further action