

AGENDA



To: Cllr M Barnes
Cllr G Fancourt
Cllr E MacTiernan
Cllr K Poole
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: 1st May 2024

NOTICE OF MEETING

You are summoned to the **Annual Meeting of Northway Parish Council** that will be held on **Wednesday, 8th May 2024** 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, 8th MAY 2024
COMMENCING AT 7.00 P.M.

1. **Election of the Council Chairman for the Municipal Year.** (Details of Councillors overall attendance circulated to Members which, 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. **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.
5. **Election of the Council Vice-Chairman for the Municipal Year.**
6. **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 *(meet as necessary)*
 - 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 *(meet as necessary)*
7. **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).

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8. **Health & Safety** – Documentation and assistance provided by NFU.
9. **Standing Orders and Financial Regulations:-** To approve existing Standing Orders and Financial Regulations. (Members previously provided with a copy).
10. **Banking** - To approve bank signatories (to include removals and inclusions).
11. **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.
12. **Notice Boards** – To agree responsibility for various notice boards in the Parish, currently as follows:-

Hardwick Bank Road	-	Cllr Shelton
The Spine	-	Cllr Shelton
Northway Centre	-	Cllr Terry
Lee Road	-	Staff
Northway Playing Field	-	Cllr Godwin
Saxon Park	-	Cllr Roberts

To consider / determine any further action.

13. **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 Shelton
Northway Centre	-	Cllr Shelton

To consider / determine any further action.