

AGENDA
ANNUAL MEETING OF NORTHWAY PARISH COUNCIL
WEDNESDAY, 12th MAY 2021
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)*
 - d. General Purposes Projects Working Party *(meet as necessary)*
 - e. Road Safety Committee *(meet once or twice per year)*
 - f. Staffing/Personal/HR Committee *(meet at least twice per year)*
(To include 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 and when there is an event)*
 - k. Grant Working Party *(no meetings scheduled)*
 - l. General Data Protection Regulations Working Party *(annually)*
 - m. Art Project Working Party *(yet to meet)*
 - n. IT Working Party *(as necessary)*
 - o. Dog Issues Working Party *(as necessary)*
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)
 - b. Parish Council Association (This is new and it has been agreed that Cllr Roberts will be the representative with Cllr Barnes and Mackenzie as back ups)
7. **Health & Safety** – This is currently being looked at by the NFU as part of the contract.
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	-	Cllr Shelton
The Spine	-	Cllr Shelton
Northway Centre	-	Cllr Terry
Lee Road	-	Cllr Ward
Ashchurch Railway Station	-	Not useable
Northway Playing Field	-	Cllr Godwin
Saxon Park	-	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)	-	Cllr Godwin
Northway Community Hub	-	Staff
Hardwick Bank Road phone box	-	Cllr Phennah
Northway Centre	-	Cllr Shelton and Cllr Treacy

To consider any further action.