

St Peter the Great County Parish Council

Annual Meeting of the Parish Council to be held on 18th May 2015 Following the Annual Parish Meeting

N.B. Members must have completed and signed the obligatory documentation before joining the Council table or acting as a Councillor.

(1) Election of Chairman:

To receive nominations and elect a Chairman. The duly elected Chairman will immediately take the Chair, and sign the obligatory declaration of Acceptance of Office to serve for the current year.

(2) Apologies for Absence & Interest Declarations:

Including registered interests already declared.

(3) Co-option of Councillors:

Council will be asked to co-opt new Councillors who have previously notified the Clerk of their willingness to serve as a Councillor for the current electoral term of office. Written details of the nominees will be available at the meeting.

(4) Confirmation of Minutes:

To consider adoption of the Minutes of the Parish Council meeting held on Monday 27th April 2015.

(5) Election of Vice Chairman and Agree Councillor's Portfolios:

To receive nominations and elect a Vice Chairman to serve for one year. Consider the allocation of Member's portfolios/responsibilities, Members may wish to agree that some or all of the allocation be deferred to a later date if time is short.

(6) Accounts and Finance:

- (a) To approve payment of accounts presented.
- (b) To accept and confirm renewal of the 2015/2016 insurance policy.
- (c) To authorise the Clerk to submit draft annual accounts to the Internal Auditor.
- (d) Council has received Newslink contract proposals from Mrs. S. Lloyd-Rumens the details of which are confidential and exempt information at this stage. The Chairman proposes that Council agree to accept the proposed contract and start date, subject to the Chairman's final negotiation and agreement through discussion with Mrs. S. Lloyd-Rumens and Mr. A. Jarman. (current Advertising Agent)
- (e) Consideration of financial requirements for the Festival and current budget is urgently required.
- (f) Confirmation of the appointment of Assistant Clerk will be provided.

(7) Planning Matters:

The Chairman will present any consultation received, together with any other planning matters or correspondence requiring immediate attention.

(8) Annual Review:

Council to review and accept the annual administrative summary.

(9) Confirm proposed date of next meeting as Monday 30th June 2014

Signed... *R. O. Jenkins*.....Clerk to the Council, Date 1st May 2015
Careys Brook House, 53 Upton Road, Callow End, Worcester WR2 4TZ