

NORTON LINDSEY PARISH COUNCIL

Clerk to the Council: Mrs Jennifer Bendall, 7 Brick Kiln Close, Norton Lindsey, Warwick, CV35 8DL
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To All Members of the Council

3 May 2018

You are hereby summoned to attend an Annual Meeting of Norton Lindsey Parish Council to be held in the Church Room on Tuesday 8 May 2018 at 7.45pm, for the purpose of transacting the following business.

Press and Public are invited to attend.

Signed:

J Bendall

Mrs Jennifer Bendall
Clerk and Responsible Financial Officer

Agenda

1. **Chairman's notice regarding the recording and filming of the meeting**
2. **To elect the Chairman of the Council**
3. **Record of members present**
4. **Apologies and acceptance of reasons for absence**
5. **Declaration of Interest (existence and nature) on Items on the Agenda**
Councillors are reminded that under the Code of Practice they are asked to declare personal interests in any item on the agenda, and the nature of the interest. Should that interest be considered prejudicial to the matter under discussion, they should leave the room and not seek improperly to influence any decision on that matter.
6. **Public Comments**
Period of up to 15 minutes where public comments are invited.
7. **To receive the Chairman's Declaration of Acceptance of Office**
8. **To elect the Vice Chairman of the Council**
9. **To agree dates for Council Meetings for the forthcoming Year**
Suggested dates for the next year are:
12 June 2018; 10 July 2018; 11 September 2018; 9 October 2018; 13 November 2018; 11 December 2018; 8 January 2019; 12 February 2019; 12 March 2019; 9 April 2019 – Parish Assembly (Open Meeting); 14 May 2019 - Annual Meeting
10. **To review Council Committees / Working Parties, including Delegation of Functions to Committees, and appoint Members as applicable**
(Note: there is no obligation to appoint any Committees; Norton Lindsey Parish Council currently has no Sub-Committees or Working Parties. However, NLPC appoints on an annual basis a Councillor to conduct regular reviews of its accounts.)
11. **To appoint an Internal Auditor for the financial year 2018/19**
12. **To appoint Representatives to Sit on Outside Bodies**
(Note: currently the only Outside Body with a Parish Council representative is the Claverdon & District Nursing Association)

- 13. To review Cheque Signatories and sign appropriate Bank Mandate if there are any changes**
- 14. To receive the Statement of Finances at 31 March 2018**
- 15. To review the Parish Council's Asset Register**
- 16. To agree the Parish Council Action Plan for 2018-19**
- 17. To review NLPC's Policy Documentation**
- 18. To review the Council's insurance provision**