

**Notice is hereby given that the Annual Meeting  
of Elvetham Heath Parish Council  
will be held in The Key Centre on Monday 20<sup>th</sup> May 2019 at 7.30pm**

All parish councillors are summoned to attend

**AGENDA**

<b>23/19</b>	<b>Appointment of the Chairman and receipt of Chairman's declaration of acceptance of office</b>
<b>24/19</b>	<b>Appointment of the Vice-Chairman and receipt of the Vice-Chairman's declaration of acceptance of office</b>
<b>25/19</b>	<b>Apologies for Absence</b> To receive and record apologies for absence from parish councillors
<b>26/19</b>	<b>Declarations of Interest</b> <ul style="list-style-type: none"> <li>• Declarations by members of any disclosable pecuniary or other interests in an item on the agenda and to receive any dispensation requests.</li> </ul>
<b>27/19</b>	<b>Approval of the Minutes</b> To approve the minutes of the following meeting <ul style="list-style-type: none"> <li>• Tuesday 15<sup>th</sup> April 2019: Nos. 01/19 – 22/19</li> </ul> To receive the minutes and accept recommendations from the following committee <ul style="list-style-type: none"> <li>• Planning Committee – 15<sup>th</sup> April 2019: Nos. 01/19 – 06/19</li> </ul>
<b>28/19</b>	<b>Public Session</b> (15 minutes maximum) An opportunity for members of the public to bring matters to the attention of the Council.
<b>29/19</b>	<b>Police Report</b> To receive a report from police representative, if available and consider monthly crime report
<b>30/19</b>	<b>Council Meetings</b> To determine the time and date of all ordinary meetings of the full council for 2019/20.
<b>31/19</b>	<b>Committees</b> <ul style="list-style-type: none"> <li>• To appoint members to the following committees:</li> </ul>

	<ul style="list-style-type: none"> <li>○ <b>Planning committee</b> – monthly</li> <li>○ <b>Staffing Committee</b> – annually (and as necessary)</li> <li>● To appoint a Chairman to each committee</li> <li>● To consider the need to appoint additional committees</li> <li>● To review the Terms of Reference for each committee</li> </ul>
<b>32/19</b>	<p><b>To review &amp; confirm the delegation arrangements to committees and staff</b></p> <ul style="list-style-type: none"> <li>● Delegated powers for committees are as outlined in the Terms of Reference for each committee</li> <li>● Delegated authority for the Executive Officer &amp; other staff members</li> </ul>
<b>33/19</b>	<p><b>Governance Documents</b> To review and adopt the following documents:</p> <ul style="list-style-type: none"> <li>● <b>Standing Orders</b></li> <li>● <b>Financial Regulations</b></li> </ul>
<b>34/19</b>	<p><b>Representation on Outside Bodies</b> To review and where appropriate appoint EHPC representatives to outside bodies including:</p> <ul style="list-style-type: none"> <li>● HDAPTC (Chairman)</li> </ul>
<b>35/19</b>	<b>To review the inventory of land and assets</b>
<b>36/19</b>	<p><b>Risk Review</b></p> <ul style="list-style-type: none"> <li>● To review the Council's risk management arrangements</li> <li>● To confirm arrangements for insurance cover</li> </ul>
<b>37/19</b>	<p><b>To review Council's and staff subscriptions to other bodies</b></p> <ul style="list-style-type: none"> <li>● <b>HALC: £632</b></li> <li>● <b>NALC: £246</b></li> <li>● <b>SLCC: £185</b></li> <li>● <b>CIMA: £285</b></li> <li>● <b>Get Mapping – Parish Online: £75</b></li> <li>● <b>LCPD People HR service: £150</b></li> </ul>
<b>38/19</b>	<p><b>To review Council Policies &amp; Procedures</b> <b>To include adoption of following:</b></p> <ul style="list-style-type: none"> <li>● Safeguarding Policy</li> <li>● Protocol for Marking the Death of a Senior National Figure</li> </ul>
<b>39/19</b>	<p><b>Pride Month</b> To agree to fly the rainbow flag for the whole of Pride month</p>

<b>40/19</b>	<b>Annual Residents' Evening</b> To agree format for evening
<b>41/19</b>	<b>Financial Review</b> <ul style="list-style-type: none"> <li>• To review &amp; accept the financial reports for April.</li> <li>• To review the schedule of debtors at 30 April 2019.</li> <li>• To review and approve the schedule of payments for May.</li> </ul>
<b>42/19</b>	<b>Chairman's report and announcements</b> To receive a report and any announcements from the Chairman of the Council
<b>43/19</b>	<b>Councillor Reports</b> To receive reports from councillors on meetings attended, updates on projects and other matters not requiring any substantive decision
<b>44/19</b>	<b>Officer Report</b> To receive a report from the Executive Officer
<b>45/19</b>	<b>Date of Next Meeting</b> 17 June 2019

Signed.....  
Executive Officer

