



Datchet Parish Council

1 Allen Way
Datchet
Berkshire
SL3 9HR

Web: www.datchetparishcouncil.gov.uk

Katy Jones - Clerk to the Council
Email: Clerk@datchetparishcouncil.gov.uk

Tel: 01753 773499

Mobile: 07519 750924

DATE: **9th May 2018**

TO: **ALL MEMBERS OF THE COUNCIL.**

Dear Sir/Madam

You are hereby summoned to attend the **ANNUAL STATUTORY MEETING** of **THE PARISH COUNCIL** to be held in **THE VILLAGE HALL, DATCHET** on **MONDAY 14TH MAY 2018**, at **7.30 P.M.**, when it is proposed to transact the business specified in the following Agenda.

Yours faithfully,

KATY JONES
CLERK TO THE COUNCIL

A G E N D A

1. Apologies and Announcements.
2. To elect a CHAIRMAN of the PARISH COUNCIL for the ensuing year.
3. To receive the CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE.
4. To elect a VICE-CHAIRMAN of the PARISH COUNCIL for the ensuing year.
5. To consider the proposal of creating a Planning Committee with appropriate delegated powers to make decisions on the majority of applications.
6. To appoint Lead Councillors and their deputies as follows:
 - a) FINANCE AND ADMINISTRATION
 - b) GROUNDS
 - c) HIGHWAYS AND GENERAL PURPOSES
 - d) PROPERTIES
 - e) PLANNING* (only if item 5 is not determined)
7. To appoint the spokesperson for FLOODING MATTERS.
8. To review the appointment of the Independent Internal Auditor for 2018/2019.

9. To consider and approve the following statutory documents as required by Audit and the Annual Return.
 - a) Risk Assessment and Management documents
 - b) Asset Register
 - c) Code of Conduct
 - d) Standing Orders and Financial Regulations
 - e) Privacy Statement (required by GDPR)
 - f) Equal Rights Policy
10. To appoint REPRESENTATIVES to OTHER BODIES, as set out in Appendix 'B'.
11. To appoint Members Working Group. See Appendix 'C'
12. To make amendments, if necessary, to the LIST of APPROVED CHEQUE SIGNATORIES.

The Chairman of the Parish Council	The Vice-Chairman of the Parish Council
The Lead Member for Finance	The Deputy Lead Member for Finance
The Lead Member for Grounds	Cllr E. Larcombe
The Lead Member for Properties	The Clerk

Cheques to be signed by the Clerk and any 2 approved signatories.
BACS to be authorised by the Clerk and 2 approved signatories.
13. To approve the PROGRAMME of MEETINGS for the 2018/2019 Municipal Year.

**NOTE: THIS MEETING WILL BE IMMEDIATELY FOLLOWED BY A
NORMAL MEETING OF THE PARISH COUNCIL
WITH A REDUCED AGENDA.**