



Datchet Parish Council

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Katy Jones - Clerk to the Council
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DATE: **8th May 2019**

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 13TH MAY 2019**, 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. To elect a **CHAIRMAN** of the **PARISH COUNCIL** for the ensuing year.
2. To receive the **CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE.**
3. Apologies and Announcements.
4. To elect a **VICE-CHAIRMAN** of the **PARISH COUNCIL** for the ensuing year.
5. To receive the **VICE-CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**
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**
7. To appoint a spokesperson for **FLOODING MATTERS.**
8. To appoint a Council's **EVENTS CO-ORDINATOR.**
9. To review the appointment of the Independent Internal Auditor for 2019/2020.

10. To consider and approve the following statutory documents as required by Audit and the Annual Governance and Accountability Return.
 - a) Risk Assessment and Management Documents
 - b) Asset Register
 - c) Code of Conduct
 - d) Standing Orders and Financial Regulations
 - e) Health and Safety Policy
 - f) Volunteer Policy
 - g) Equal Opportunities Policy
 - h) Training and Development Policy
11. To appoint REPRESENTATIVES to OTHER ORGANISATIONS, as set out on the attached sheet.
12. To appoint Members Working Groups, as set out on the attached sheet.
13. 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.
14. To approve the PROGRAMME of MEETINGS for the 2019/2020 Municipal Year.
15. The General Power of Competence. The clerk to advise Council on eligibility.

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