

## HELMDON PARISH COUNCIL

**All Councillors are summoned to the Annual General Meeting of Helmdon Parish Council to be held in the Reading Room, Church Street, Helmdon on Monday 14<sup>th</sup> May 2007, commencing at 7.30 pm. This meeting will be followed by an Ordinary Meeting of the Council.**

**Members of the public and Press are invited to attend both meetings and to participate in the Open Forum**

### **AGENDA – Annual General Meeting**

\*\*\*\*\*Declarations of Acceptance of Office\*\*\*\*\*

1. Election of Chairman for 2007/2008
2. Signing of Chairman's declaration of acceptance of office
3. Apologies for Absence
4. Election of Vice Chairman for 2007/2008
5. To appoint members for committees
  - a) Finance (5 plus RFO)
  - b) Planning (5 plus Clerk for Minutes)
  - c) Road Safety (5)
  - d) Playground (3)
  - e) Allotment (4)
6. To appoint parish representatives
  - a) Parish Paths Warden
  - b) Parish Highways Representative
  - c) Neighbourhood Watch Co-ordinator
  - d) School Liaison Councillor
  - e) PC Rep on Reading Room Committee
  - f) PC Reps (2) on Parish Plan Monitoring Group
7. To appoint the Responsible Financial Officer
8. To appoint an Internal Auditor
9. Updating of Register of Interests
10. Approval and signature of the Minutes for the AGM held on 24th May 2006
11. Matters arising from the minutes of 24th May 2006
12. Committee & Representative Reports
  - a) Finance
  - b) Planning
  - c) Road Safety (Parish Highways Representative)
  - d) Playground
  - e) Allotments
  - f) Helmdon Parish Plan
  - g) Parish Paths Warden
  - h) Neighbourhood Watch
  - i) School Liaison
  - j) Reading Room

## **AGENDA – Ordinary Meeting following the AGM**

1. Apologies for Absence
2. Approval and Signature of the Minutes for the Ordinary Meeting held on 28<sup>th</sup> March 2007 and the Extra Ordinary Meeting of 12<sup>th</sup> April 2007
3. Matters Arising from the Minutes of 28<sup>th</sup> March 2007 and 12<sup>th</sup> April 2007
4. Open Forum
5. Finance
  - a) Financial statement
  - b) Bills for Payment
  - c) Payments Received
  - d) Fencing tenders
  - e) New Bank Signatories
  - f) Audit – y/e 2007
6. Correspondence
7. Training Courses
8. Blackpits Recycling Site – nomination of 2 Parish Council Reps for Monitoring Group
9. Village of the Year 2007 – judges' visit
10. School Playground update
  - a) Lease agreement
  - b) Update on outstanding repairs/improvements
11. To receive the decisions of the Planning committee on applications since 28<sup>th</sup> March 2007
12. Allotments
13. Risk Assessments
14. Notice Boards and benches
15. Councillors' Questions

**Signed** \_\_\_\_\_

**Dated** \_\_\_\_\_

Liz Hart, Parish Clerk  
Station House, Station Road, Helmdon, NN13 5QS