**PARISH OF BOVINGDON**

**NOTICE OF ANNUAL MEETING OF PARISH COUNCIL**

Dear Councillor,

I hereby give you notice that the Annual Meeting of the above named Parish will be held at **THE MEMORIAL HALL, HIGH STREET, BOVINGDON** on **MONDAY 14 MAY 2018 AT 8.00 P.M.**

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder.

Dated this day 1 May 2018

# Mike Kember

Clerk to the Council

To:

Councillor Graham Barrett

Councillor Alison Gunn

Councillor Julia Marshall

Councillor Ben Richardson

Councillor Julie Steer

Councillor David Stent

Councillor Richard Taylor

Councillor Giles Turner

Councilor Adrian Watney

Councillor Pauline Wright

# TO ALL MEMBERS OF THE COUNCIL

You are hereby summoned to the Annual Meeting of the Bovingdon Parish Council to be held on Monday 14 May 2018 at 8.00 p.m. at The Memorial Hall, High Street, Bovingdon, to transact the business set out in the attached Agenda:

**AGENDA**

**This meeting is open to the Public and Press.**

1. To elect a Chairman to hold office until the next Annual Meeting of the Council
2. To receive the Chairman’s Declaration of Acceptance of Office or, if not then received, to decide when it shall be received

3. To elect a Vice-Chairman to hold office until the next Annual Meeting of the Council

4. Apologies for Absence

4.1 To receive any apologies for absence

5. Declaration of Interests linked to any of the Resolutions

5.1 To receive any declarations of interest

6. To nominate / appoint representatives to serve on outside bodies to hold office until the next Annual Meeting of the Council:

6.1 Bovingdon Primary Academy

6.2 Friends of ‘The Mount’

6.3 DriveSafe Campaign

7. To appoint Councillors’ to serve on the following Committees:

7.1 **Finance & General Purposes Committee**

7.1.1 To appoint a Finance & General Purposes Committee until the next Annual Meeting of the Council

7.2 **Memorial Hall Management Committee**

7.2.1 To appoint a Memorial Hall Management Committee until the next Annual Meeting of the Council

7.3 **Outdoors Committee**

7.3.1 To appoint an Outdoors Committee until the next Annual Meeting of the Council

7.4 **Personnel Committee**

7.4.1 To appoint a Personnel Committee until the next Annual Meeting of the Council

7.5 **Planning Committee**

7.5.1 To appoint a Planning Committee until the next Annual Meeting of the Council

8. Public Question Time

9. Minutes – to approve the minutes of the meeting held on 5 March 2018

10. Matters arising from the minutes of the meeting held on 5 March 2018

11. Crime Report

12. To receive and adopt the following Committee reports:

12.1 Minutes of the Planning Committee Meetings held on 12 February, 5 March and 4 April 2018

13. Feedback from Chairman of Committees:

13.1 Finance & General Purposes Committee

13.2 Memorial Hall Management Committee

13.3 Outdoors Committee

13.4 Personnel Committee

13.5 Planning Committee

14. Health & Safety

14.1 To approve the Council’s revised Health & Safety Policy

15. Data Protection

15.1 To approve the Council’s Data Breach Procedure

16. Feedback from the Council’s Representative on Bovingdon Primary Academy

17. Feedback from the Council’s Representative on Friends of the Mount

18. Feedback from the Council’s Representative on Community Safety

19. Date of next meeting – Monday 4 June 2018 at 7.30 p.m.

To consider passing a resolution in the following terms:

**Exclusion of the public**

Part II - That under S 4 (A) of the Public Bodies (Admissions to Meetings) Act 1960 the public be excluded during the item(s) in Part II of the agenda for this meeting, because it is likely, in view of the nature of the business to be transacted, that if members of the public were present during these items there would be disclosure to them of exempt information relating to:

The **Annual Parish Meeting** will be held at 7.15 p.m. prior to the **Annual Meeting of Bovingdon Parish Council** and complimentary ‘wine and nibbles’ will be available prior to the start of the meetings at 7.00 p.m.