

BUCKHURST HILL PARISH COUNCIL

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19 May 2017

The Annual Meeting of the Parish Council will be held at **7.00 pm on Thursday 25th May 2017**, at **Buckhurst Hill Library, 165 Queens Road, Buckhurst Hill**, and you are hereby summoned to attend. Members of the public and press are invited to be present and the following business will be transacted.



Mr K. O'Brien
Clerk to the Council

A G E N D A

1. **ELECTION OF CHAIRMAN**
 - a) To propose and second nominations for the office of Chairman, and if there is more than one nominee to vote thereon.
 - b) To sign the Declaration of Acceptance of Office of Chairman of the Council.
2. **ELECTION OF VICE-CHAIRMAN**

To propose and second nominations for the office of Vice Chairman, and if there is more than one nominee to vote thereon.
3. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.
4. **REGISTER OF MEMBERS' INTERESTS**

To note that it is a legal requirement for Members to review their Registers of Interests and to complete and submit a new form to the Monitoring Officer within 28 days of any change.
(For practical purposes the Registers are returned to the Parish Office and sent to the Monitoring Officer at Epping Forest District Council.)
5. **DECLARATIONS OF INTEREST**

To receive declarations of interest from Members in any item on the agenda, in accordance with the Members Code of Conduct. The Code of Conduct requires Members who have declared a pecuniary interest in an item to withdraw from the room whilst that item is being considered.
Members of the Council are subject to the Council's Code of Conduct, Localism Act 2011.
6. **PUBLIC PARTICIPATION**

To hear representations from members of the public

The maximum time allowed for this item is 15 minutes, at the close of this item members of the public will no longer be permitted to address the Council.
7. **MINUTES**

To approve as a correct record and authorise the Chairman to sign the Minutes of the Meeting held on 30 March, circulated previously.

8. MINUTES OF COMMITTEES

The minutes of the following committee meetings were noted:

- **Planning & Environment:** 30 March, 20 April, 4 & 18 May (draft)

9. CHAIRMAN'S AND CLERK'S COMMUNICATIONS

To receive communications from the Chairman of the Council, or the Clerk to the Council. Please note that no decisions can lawfully be made under this item, as that business must be specified on the agenda.

10. COMMITTEES

- To consider/review the requirement for Committees.
- To appoint Members to Committees.
- To elect Chairmen of Committees.

11. REPRESENTATIVES TO OUTSIDE BODIES

To appoint Members to represent the Council at outside organisations. Current outside organisations where there is representation:

- Larger Local Councils' Forum (Chairman & Clerk)
- Local Councils' Liaison Committee [incl. Essex Association of Local Councils EF branch] (Chairman, Clerk +1)
- Buckhurst Hill Community Association (1)
- Buckhurst Hill Village Forum (3)
- Passenger Transport (2)
- Police Liaison Representatives (3)
- Roding Valley Nature Reserve (1)
- Rural Community Council for Essex – AGM only (1)
- EFDC Standards Committee (1)

12. FINANCE

- To note the Council's financial position as at 31 March, circulated.
- To agree an increase of £2000 to the "Noticeboards" Budget for 2017/18 to meet the costs associated with the supply and installation of a new Noticeboard for the East Ward as agreed by the Recreation & Community Committee (RC 030b/16).
- To agree carry overs from 2016/17 to 2017/18, revised budget circulated if available.

13. AUDIT REPORT

To consider the report of the Internal Auditor, circulated if available.

14. ANNUAL RETURN

- To complete and sign the Annual Governance Statement of the Annual Return for the year ended 31 March 2017, Section 1, circulated.
- To approve and sign the Accounting Statements of the Annual Return for the year ended 31 March 2017, Section 2, circulated.

15. INTERNAL AUDITOR

To appoint the Internal Auditor for the financial year 2017/2018 (currently Auditing Solutions).

16. FORWARD PLAN

To review the Forward Plan, circulated.

17. CHAIRMAN'S CHARITY

To agree the Chairman's charity for the Council year 2017/2018.

18. CALENDAR OF MEETINGS 2017/2018

To agree the Council's schedule/cycle of meetings for the forthcoming year, circulated, dependant on the outcome of item 10. To note that dates of individual meetings may change if necessary.