7th May 2019

Notice is hereby given that the ANNUAL MEETING of Middleton Cheney Parish Council will be held on Monday 13th May 2019 at 7.30 pm, in the Parish Meeting Rooms to consider the following business. The Press and Public are cordially invited.

Members of the public and Councillors are advised that under the Openness of Local Government Bodies Regulations 2014, members of the public are permitted to photograph, film, broadcast and report on the meeting, subject to the efficient running of the meeting not being disrupted.

 Val Furniss

 Clerk/RFO

**AGENDA**

19/046 Election of Chairman for the Year 2019/2020 - Chairman to sign Declaration of Office

19/047 Apologies for absence

19/048 Election of Vice Chairman - Vice Chairman to sign Declaration of Office

19/049 Minutes of Annual Meeting of the Parish Council of 14th May 2018.

19/050 Matters arising from the above item not on the Agenda.

19/051 Financial arrangements

a) Appoint/Confirm Bank and banking arrangements – appoint cheque signatories

b) Appoint/Confirm Internal Controls Councillor/s (ICC)

c) Standing orders – Notification of any changes deemed necessary

d) To agree a de minimis threshold below which the expenditure of any funds may be authorised by the Clerk/RFO but above which expenditure may only be authorised if approved by a majority of those present at a Council meeting

19/052 Decide and confirm Working Parties required and elect members for 2019/20

* Cemetery Working Party
* Planning Working Party
* Finance Working Party
* Human Resources (HR) Working Party
* Highways Working Party

19/053 Councillors’ Portfolios - Election of Council Representatives\*

1. Age Concern & W.I.\*
2. Allotments
3. Alms Houses\*
4. Archiving
5. Care Homes\*
6. Cemetery
7. Cheney Chatter\*
8. Children’s Clubs
9. Children’s Homes\*
10. Church/Covenant Meetings/WW1 Memorial\*
11. Emergency Plan\*
12. Environmental – fly tipping, trees/vegetation, rights of way\*
13. Finance
14. Heritage & Commemorative Dates
15. Highways
16. Human Resources (HR)
17. IT/Website\*
18. Land Registry\*
19. Library Supporters Group\*
20. Month Of Madness (MOM)
21. Neighbourhood Plan\*
22. Open Space - Play areas
23. Paths and Rights of way\*
24. Playing Field Association/Social Club (PFA)\*
25. Planning
26. Police
27. Pre-School/Toddlers Groups
28. Primary School Academy
29. Secondary School Academy
30. Transport
31. Village amenities – Pocket Parks, Village Green, Bins, Benches\*
32. Village Hall\*

19/054 Councillors’ ‘Wards’ – confirm areas.

Signed: **V. Furniss** Date: 7th May 2019

Clerk/RFO

**Queries Regarding the Agenda**

If you have any queries regarding this Agenda, please contact the Clerk as follows:

* **Tel. No. 01295 713500**
* **clerk@middletoncheney.org.uk**

**Access to Meetings**

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the office, giving as much notice as possible before the meeting.

**In Case of Fire – Evacuation Procedure**

If you either hear the fire alarm or you are asked to leave the building please do so immediately and proceed to the assembly area – Village Green - and await further instructions.

**Mobile Phones**

Please ensure that any device is switched to silent operation or preferably switched off