12th May 2020

Notice is hereby given that the **ANNUAL MEETING** of Middleton Cheney Parish Council will be held virtually on **Monday 18th May 2020 at 7 pm**, 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

**ANNUAL MEETING**

**To Join Zoom Virtual Meeting**

**Meeting ID: 878 9893 0200**

**Password: 009680**

**AGENDA**

20/422 Election of Chairman for the Year 2020/2021 - Chairman to sign Declaration of Office

20/423 Apologies for absence

20/424 Election of Vice Chairman - Vice Chairman to sign Declaration of Office

20/425 Members’ Declaration of Interest – Cllrs. to sign Declaration of Interests

20/426 Minutes of Annual Meeting of the Parish Council of 13th May 2019 - Approval.

20/427 Financial arrangements

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

 b) Appoint/Confirm Responsible Financial Officer (RFO)

c) Appoint/Confirm Internal Controls Councillor (ICC)

d) Standing orders – Notification of any changes deemed necessary

20/428 Decide and confirm Working Parties required and elect members for 2020/21

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

20/429 Councillors’ Portfolios - Election of Council Representatives\*

1. Age Concern\*
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. Community Hub
12. Emergency Plan\*
13. Environmental – fly tipping, trees/vegetation, rights of way
14. Finance
15. Heritage & Commemorative Dates
16. Highways
17. Human Resources (HR)
18. IT/Website\*
19. Land Registry\*
20. Library Supporters Group\*
21. Month Of Madness (MOM)
22. Neighbourhood Plan
23. Open Space - Play areas
24. Paths and Rights of way
25. Playing Field Association/Social Club (PFA)\*
26. Planning
27. Police
28. Pre-School/Toddlers Groups
29. Primary School Academy
30. Secondary School Academy\*
31. Transport
32. Village amenities – Pocket Parks, Village Green, Bins, Benches
33. Village Hall\*
34. Women’s Institute (WI)\*

20/430 Councillors’ ‘Wards’ – confirm areas.

Signed: **V. Furniss**

 Clerk

Date: 12th May 2020