11h May 2021

Notice is hereby given that the **ANNUAL MEETING** of Middleton Cheney Parish Council will be held in the **Village Hall** on **Wednesday 19th May 2021 at 7.30 pm**, to consider the following business. The Press and Public are cordially invited. Members of the public and Councillors are advised that the meeting will comply with the Openness of Local Government Bodies Regulations 2014 subject to the efficient running of the meeting not being disrupted.

**Val Furniss**

 Clerk

**ANNUAL MEETING**

**VENUE: Village Hall**

**AGENDA**

21/787 Election of Chairman for the Year 2021/2022 - Chairman to sign Declaration of Office

21/788 Apologies for absence

21/789 Election of Vice Chairman - Vice Chairman to sign Declaration of Office

21/790 Councillors to sign:

1. Declaration of Office
2. Declaration of Interests

21/791 Minutes of Annual Meeting of the Parish Council of 18th May 2020 - Approval.

21/792 Financial arrangements

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

 b) Appoint/Confirm Responsible Financial Officer (RFO)

c) Appoint/Confirm Internal Controls Councillors (ICC)

d) Standing orders – Notification of any changes deemed necessary

21/793 Decide and confirm Working Parties required and elect members for 2021/22

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

21/794 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)\*

21/795 Councillors’ ‘Wards’ – Cllrs to confirm areas.

Signed: **V. Furniss**

 Clerk

Date: 11th May 2021