3rd May 2022

Notice is hereby given that the **ANNUAL MEETING** of Middleton Cheney Parish Council will be held in the **Parish Meeting Room** on **Monday 9th May 2022 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.

**Alan Youel**

 Vice Chair

**ANNUAL MEETING**

**VENUE: Parish Meeting Room**

Zoom Meeting ID:

Passcode:

**AGENDA**

**22/1035 Election of Chairman for the Year 2022/2023**

* Chairman to sign Declaration of Office

**22/1036 Apologies for absence**

**22/1037 Election of Vice Chairman**

* Vice Chairman to sign Declaration of Office

**22/1038 Councillors to sign:**

1. Declaration of Office
2. Declaration of Interests

**22/1039 Minutes of Annual Meeting of the Parish Council of 19th May 2021**

Approved 9th June 2021.

**22/1040 Schedule of Meetings 2022/23**

* Agree meeting dates for next council year

**22/1041 Financial arrangements**

1. Appoint/Confirm Bank and banking arrangements – appoint cheque signatories
2. Appoint/Confirm Responsible Financial Officer (RFO)
3. Appoint/Confirm Internal Controls Councillors (ICC)
4. Review Standing Orders and Financial Regulations

**22/1042 Decide and confirm Committees/ Working Parties required and elect members for 2022/23**

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

**22/1043 Councillors’ Portfolios - Election of Council Representatives**

|  |  |
| --- | --- |
| Age Concern | IT/Website |
| Allotments | Land Registry |
| Alms Houses | Library Supporters Group |
| Archiving | Month Of Madness (MOM) |
| Care Homes | Neighbourhood Plan  |
| Cemetery | Open Space - Play areas |
| Cheney Chatter | Paths and Rights of way |
| Children’s Clubs  | Playing Field Association/Social Club (PFA) |
| Children’s Homes | Planning |
| Church/Covenant Meetings/WW1 Memorial | Police  |
| Community Hub | Pre-School/Toddlers Groups |
| Defibrillators | Primary School Academy |
| Emergency Plan | Secondary School Academy |
| Environmental – fly tipping, trees/vegetation, rights of way | Transport |
| Finance | Village amenities – Pocket Parks, Village Green, Bins, Benches |
| Heritage & Commemorative Dates | Village Hall |
| Highways | Women’s Institute (WI) |
| Human Resources (HR) |  |

**Signed:** **A. Youel** – **Vice Chair**

**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**

**Mobile Phones** Please ensure that any device is switched to silent operation or preferably switched off during the virtual meeting unless being used for the purpose of participation