

Sway Parish Council

**Members are Summoned to attend the ANNUAL MEETING OF
SWAY PARISH COUNCIL at 19:30 pm Thursday 26th May 2016 at
the JUBILEE FIELD PAVILION, SWAY**

AGENDA

- 1. Election of Chair of the Parish Council**
- 2. Election of Vice Chair of the Parish Council**
- 3. Apologies**
- 4. Minutes of the Meeting held on 28th April 2016 and Matters Arising**
- 5. Co - option of additional councillor**
- 6. Report by Councillor Ken Thornber**
- 7. Finance:**
 - Payment Schedule for May 2016**
 - Approval to change the Bank Mandate**
 - Update on the Audit**
 - Audit: approval of Section 2 Accounting Statement of the Annual Return**
- 8. To review and Accept Standing Orders Section 5j:**
 - Review of the Sway Parish Council Code of Conduct;**
 - Delivery by the Chairman and Vice-Chairman of their acceptance of office forms;**
 - Confirmation of the accuracy of the minutes of the last annual meeting of the Council;**
 - Review of delegation arrangements to committees, sub-committees and the Clerk;**
 - Appointments to committees and working groups;**
 - Review and adoption of appropriate standing orders and financial regulations;**

- **Review of representation on or work with external bodies and arrangements for reporting back;**
- **Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the full Council.**
- **Review of arrangements (including any charters and agency agreements) with other local authorities together with any contributions made to expenditure incurred by other local authorities;**
- **Review of inventory of land and assets including buildings and office equipment;**
- **Confirmation of insurance cover for all insured risks;**
- **Review of the Council's complaints procedure;**
- **Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.**

9. Jubilee Field Project

10. Planning and Transport Committee Report

11. Amenities Working Party Report

12. Items for the Next Agenda

13. Any Other Business

**David Edwards
Clerk to Sway Parish Council**

Date 20th May 2016

**FOR ANY ENQUIRIES REGARDING THIS MEETING PLEASE
CONTACT DAVID EDWARDS, PARISH CLERK ON 01590 718116.
EMAIL clerk@sway-pc.gov.uk**