

## **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 28<sup>th</sup> 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](mailto:clerk@sway-pc.gov.uk)**