



Sway Parish Council

Jubilee Field Pavilion, Station Road, Sway, SO41 6BE

01590 718116

clerk@sway-pc.gov.uk

All members of Sway Parish Council are hereby summoned to attend the Annual Meeting **at the Jubilee Field Pavilion, Sway, SO41 6BE on Thursday 24th May 2018** commencing at **7.30pm** for the transaction of the business below.

KWalding

Katie Walding
Clerk & RFO

Public participation

The Chairman may at their discretion, and at a convenient time in the transaction of business, invite members of the public to speak in relation to the business to be transacted at the meeting. Anyone wishing to speak is invited to contact the Clerk prior to the start of the meeting (preferably by 12.00 noon on the day of the meeting) and advise the subject on which they wish to speak.

AGENDA

- 1. Election of the Chair of the Parish Council**
- 2. Election of the Vice Chair of the Parish Council**
- 3. Acceptance of Office** – forms signed and presented by the Chairman and Vice Chairman
- 4. Apologies**
- 5. Minutes of the previous Meeting and matters arising** – to approve the Minutes from the ordinary meeting on 26th April 2018 and the Parish Assembly on 3rd May 2018
- 6. Review of delegation arrangements** - to committees, sub-committees, staff and other local authorities
- 7. Terms of Reference** – review and adopt for all committees
- 8. Existing committees and working groups** – appointment of members
- 9. New committees** – if required (in accordance with Standing Order 4) and members to be appointed
 - 9.1 HR or Personnel, Committee or Working Group**
- 10. Standing Orders and Financial Regulations** – review and adopt
- 11. Arrangements with, and contributions to, other local authorities** – review and approve
- 12. Work with external bodies** – review representation and arrangements for reporting back
- 13. Asset Register** – review and approve

- 14. Insurance cover** - confirmation of arrangements in respect of all insured risks
- 15. Complaints** – review the Council’s Complaints Procedure
- 16. Freedom of Information procedures** – review the Council’s procedures for handling requests made under the Freedom of Information Act 2000
- 17. GDPR** – review of the action plan and risk assessment in respect of GDPR legislation
- 18. Future Meeting Dates** – consider and approve dates for all ordinary Council up to and also including the next Annual Parish Assembly and the next Annual Meeting
- 19. Clerk’s Report and Correspondence**
- 20. Finance:**
 - 20.1 Payment Schedule** – receive and approve for May 2018
 - 20.2 Bank Reconciliation** – receive and approve for April 2018
 - 20.3 Cricket Club ground maintenance** – confirm quote for ground works
 - 20.4 s106 drawdown for Stanford Rise** – note receipt of £10,000
- 21. Planning and Transport Committee Report**
 - 21.1 Committee Meeting 10th May** – receive report of the meeting and any updates
 - 21.2 Transport Matters** – receive report from Community SpeedWatch and any other matters
 - 21.3 Flashing Speed Limit Reminder** – to approve the release of funds from earmarked reserves
- 22. Stanford Rise** – receive an update
 - 22.1** To approve the purchase of wild flowers (up to £100) from SR funds
- 23. Open Spaces and Facilities Working Group** – receive an update
- 24. Sway Village Hall**
 - 24.1 Consider a grant application or possible loan** to the Village Hall Committee in regard to the required roof repairs
- 25. Youth Centre** – receive an update
- 26. Other matters for discussion** – from Councillors and/or the public
- 27. Items for the Next Agenda**

FOR ANY ENQUIRIES REGARDING THIS MEETING PLEASE CONTACT THE CLERK