

BIDDENHAM PARISH COUNCIL

I hereby give notice of the Annual Meeting of Biddenham Parish Council to
be held on Wednesday 9th May, 7:30pm
Upstairs meeting room at The Pavilion, Deep Spinney

A G E N D A

<u>Item</u>	<u>Documentation</u>
1. Election of Chairman	Oral
2. Declaration of acceptance of office by Chairman	
3. Apologies for Absence	
4. Declarations of interest	
5. To approve the minutes of previous meeting held on Wednesday 11 th April 2018	Written
6. Matters arising from minutes	
7. Public Open Session	
8. To allocate areas of responsibility within the Parish Council as follows: Election of Vice-Chairman Town and Parish Network representative Play Area inspections (weekly visual inspections) Street Furniture (report any problems to the Clerk) Notice boards (updated weekly) x 2 volunteers required Website Borough Highways representative Planning sub-committee groups Accounts – review of parish council accounts GDPR	Oral
9. Planning – to note the report and comment on any new applications	Written
10. To note the Clerk's report and consider any matters arising	Written
11. Financial matters: (i) To approve the accounts for approval (including accounts approved since date of last meeting) (ii) Annual Insurance Premium – to approve renewal with (PC have signed a three year LTA)	Written
12. GDPR – adoption of model policies	Written
13. Matters in Progress	Written
14. Parish Concerns	Oral
15. Date of Next Meeting – 13 th June 2018	

A Southern, Clerk
3 May 2018