



Chailey Parish Council
www.chailey.org

To All Councillors

The annual meeting of Chailey Parish Council, which you are summoned to attend, will be held on Tuesday 16th May 2017 at 7.30pm in the Reading Room, Chailey Green.

Members of the public have a right to and are welcome to attend, and an opportunity will be made available to them to speak at the meeting, after which they may remain but must not speak unless invited to do so.

Signed: *S Treharne* Clerk

Date: 10th May 2017

AGENDA

- 1. To elect a Chairman and to receive the Chairman's declaration of acceptance of office.**
- 2. To elect a Vice-Chairman and to receive the Vice-Chairman's declaration of acceptance of office.**
- 3. To receive updated members' registers of interests (form attached for completion if required).**
- 4. To welcome Mr Michael Lethem as a Councillor.**
- 5. Apologies for absence.**
- 6. Declarations of Interest: in accordance with section 31 of the Localism Act 2011 members are to declare any Disclosable Pecuniary Interests in items on this agenda and the Clerk must report any written requests for dispensation in respect of items on this Agenda.**
- 7. To appoint Councillors to Council Committees and to represent the Council on outside bodies and village and other organisations (current list attached).**
- 8. Questions/comments from members of the public. Under the Council's Standing Orders this agenda item will be limited to 15 minutes and no member of the public may speak for more than 5 minutes.**
- 9. To consider items not on the agenda which the Chairman is of the opinion should be considered as a matter of urgency.**
- 10. To agree the Minutes of the Full Council meeting held on Tuesday 25th April 2017 (draft attached).**
- 11. To note the steps taken to co-opt a Councillor to replace Venetia Harrison.**
- 12. To consider and approve the Council's Risk Management and Assessment schedule (attached).**
- 13. To receive a report on the Council's insurance arrangements for 2017/18.**
- 14. To consider the report of the Internal Auditor for 2016/17 (attached).**
- 15. To review and if thought fit agree the annual governance statement for 2016/17 (pro-forma attached).**
- 16. To review and if thought fit approve the accounting statements for 2016/17 (attached).**
- 17. To receive and if thought fit approve financial reports for April 2017 (attached).**

Please turn over....

- 18. To review the Council's policy on grants and donations (attached) and to agree the timetable for the receipt and consideration of applications for annual small grants in 2017.**
- 19. To receive a report on the Sports Pavilion.**
- 20. Risk Implications: to note and consider any implications arising from the Council's duty under section 17(1) of the Crime and Disorder Act 1998.**
- 21. Confidential matters: to consider a resolution to exclude the press and public from the meeting in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 in order to discuss items of a confidential or commercially sensitive nature.**
- 22. To note the date of the next meeting: Tuesday 20th June 2017 at 7.30pm in the Reading Room, Chailey Green.**