

Longdon, Queenhill & Holdfast Parish Council

You are hereby summonsed to attend the **Annual Parish Meeting and the Annual Meeting of the Parish Council on Monday 9th May 2016 in the Village Hall, Bear Lane, Longdon at 7.30pm.** The business to be transacted is set out in the Agendas below. Members of the public are cordially invited to attend both meetings.

Agenda for the 2016 Annual Parish Meeting at 7.30pm

- (1) **Apologies for Absence/Declaration of Interests:**
Parish Councillors will be required to clearly declare any interests; including interests already declared to the Monitoring Officer. Apologies are required prior to the meeting.
- (2) **Annual Reports:** The Chairman will present the **obligatory Annual Report** on behalf of the Parish Council. A report will be invited from a County Councillor and District Councillor, as well as Police Constable Naulls (Beat Manager). Questions in respect of a Neighbourhood Plan, Broadband, Telephone Box, Council vacancies, Village Hall, Planning, and other issues will be answered.

Annual Meeting of the Parish Council Following On.

- (1) **Election of Chairman:** Receive nominations and elect a Chairman. The elected Chairman will immediately sign an obligatory declaration to serve for the coming electoral year and immediately take the Chair.
- (2) **Apologies for Absence and Declarations of Interest:** As presented above.
- (3) **Confirmation of Minutes:** To agree and adopt the Minutes of the meeting of the Parish Council held on Monday 7th March 2016.
- (4) **Casual Vacancies:** Council will consider nominations (if received) and co-opt two Councillors in compliance with the legal requirements if possible.
- (5) **Election of Vice Chairman and Agree Councillors Portfolios.**
Receive nominations and elect a Vice Chairman to serve for one year. Allocation of Member's Portfolios/Responsibilities. Members may wish to agree that the current allocation shall continue for the time being.
- (6) **Accounts and Finance:**
To approve payment of accounts as presented.
To receive draft unaudited accounts, already circulated to Members and available at the meeting and authorize the Clerk to publish the necessary unaudited information on the web site, and also to provide the draft annual accounts for the year 2015/2016 to the Auditors for formal audit.
- (7) **Administration and Information:** Any urgent matters to be addressed at the discretion of the Chairman, together with a brief resume' of the proposed coming year expenditure by the Finance Group. **An update in respect of the Council Office and Meeting venues will be arranged by the Chairman.**
- (8) **Confirm proposed Date of Next Meeting.** Monday 2nd July 2016 at 7.30pm.

Signed... R. O. Jenkins.....Clerk to the Council Date 4th May 2015
Careys Brook House, 53 Upton Road, Callow End, Worcester WR2 4TZ