

# Four Marks Parish Council

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Wednesday 16<sup>th</sup> May 2018

Dear Councillor

Please note that you are hereby summoned to attend the Annual Meeting of the Parish Council to be held at Four Marks Village Hall on Wednesday 23<sup>rd</sup> May 2018 at 7.30pm.

Yours sincerely  
*Sarah Goudie*  
Sarah Goudie, Clerk/RFO

## A G E N D A

1. **ELECTION OF CHAIRMAN**  
To elect the Chairman for the next 12 months, as per Standing Order No. 5
  2. **ELECTION OF VICE CHAIRMAN**  
To elect the Vice Chairman for the next 12 months, as per Standing Order No. 5
  3. **OPEN SESSION**  
Members of the public are invited to speak on any topic that is or could be directly related to Council business.  
**At the conclusion of the Open Session the formal meeting of the Council will commence**  
***Please note the public are then no longer permitted to participate further in the meeting.***
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4. **APOLOGIES AND APPROVAL OF ABSENCES**  
Apologies for absence have been received from Cllrs Tim Brake and Simon Thomas
  5. **DECLARATIONS OF INTEREST**  
Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room when the meeting discusses and votes on the matter
  6. **COUNCIL MINUTES**
    - To approve and sign the minutes of the meeting of the Full Council Meeting held on Wednesday 18<sup>th</sup> April 2018, ***(previously circulated)***
    - To report any matters arising from those Minutes that are not itemised on the Agenda
    - To approve in principle the Minutes of the Annual Parish Meeting held on Wednesday 11<sup>th</sup> April 2018
  7. **COMMITTEE MINUTES**  
To **receive** the minutes of the following committees and **consider any recommendations** contained therein, not itemised on the Agenda:
    - 6.1 Planning Committee held on 2<sup>nd</sup> May 2018, ***(previously circulated)***
    - 6.2 Open Space Committee held on 2<sup>nd</sup> May 2018, ***(previously circulated)***
  8. **APPROVAL OF COUNCIL AND COMMITTEE MEETINGS SCHEDULE *(attached)***
  9. **APPOINTMENT OF MEMBERS TO EXISTING COMMITTEES**
    - Planning Committee
    - Open Space Committee
    - Finance & General Purposes Committee

9. **REVIEW TERMS OF REFERENCE AND DELEGATION ARRANGEMENTS FOR EACH COMMITTEE**
10. **APPOINTMENT OF NEW COMMITTEES, SUB-COMMITTEES OR WORKING PARTIES**  
As per Standing Order No. 4.
11. **ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS AND APPROVE REVIEW PROCEDURE OF ALL COUNCIL POLICY AND PROCEDURAL DOCUMENTS.**
- To approve updated Standing Orders 2018 (*summary of proposed amendments attached*)
12. **REVIEW OF CONTRACTS, LAND AND ASSETS, AND INSURANCE POLICIES**
13. **APPOINTMENT OF COUNCIL REPRESENTATIVES**
- Allotments Association
  - Benians Committee
  - Community Facility Improvements Committee
  - Festival Committee
  - Footpaths Officer
  - Oak Green
  - School Governor
  - Village Hall Committee

The Agenda items above are as per Standing Order 5.

14. **CHAIRMAN'S REPORT**  
To receive a report from the Chairman
15. **EAST HAMPSHIRE DISTRICT COUNCIL**  
To receive a report from the Ward Councillors
16. **FINANCIAL ISSUES**
- 16.1 To receive and approve the list of payments made in April 2018, (*previously circulated*)
- 16.2 To receive and approve the bank reconciliations and trial balance as at 30<sup>th</sup> April 2018 (*previously circulated*).
- 16.3 To approve the Final Accounts for the year ended 31<sup>st</sup> March 2018 for signature by the Chairman, (*previously circulated*)
- 16.4 To approve the date of announcement and period of exercise of public rights
- 16.5 To approve the Annual Governance Statement 2017/2018 (*previously circulated*)
- 16.6 To approve the Accounting Statements 2017/2018 (*previously circulated*)
- 16.7 Matters arising from the 2017/2018 internal audit report
17. **INTERNAL COUNCIL MATTERS**
- 17.1 EHAPTC Meeting, 14<sup>th</sup> June 2018, to appoint representative
- 17.2 Correspondence and Clerk's update (*correspondence list attached*)
- 17.3 GDPR update
18. **COUNCIL REPRESENTATIVES' REPORTS:**  
To receive reports from Council representatives prior to re-appointment, as applicable.
19. **ALTON SPORTS CENTRE**  
Update on last month's meeting and representative attendee for next meeting.
20. **NEXT MEETING:**  
Full Council, Wednesday 20<sup>th</sup> June 2018, 7.30pm, Four Marks Village Hall