

BOURN PARISH COUNCIL
(South Cambridgeshire District)

**I hereby give notice that the First and Annual Meeting of Bourn Parish Council will be held on
Wednesday 28 May 2014 at 7:30pm in the Village Hall**

The Public and Press are cordially invited to be present.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the
business to be transacted at the Meeting as set out hereunder

LG Stoehr

Mrs Gail Stoehr, Clerk 21/05/14

AGENDA

1. Annual Business

- 1.1. To elect a Chairman and to receive the declaration of acceptance of office
- 1.2. To elect a Vice-Chairman
- 1.3. To receive members' declarations of acceptance of office
- 1.4. To approve the minutes of the last meeting
- 1.5. To co-opt to fill any vacancies resulting from insufficient candidates at election and to make arrangements for any remaining vacancies to be filled
- 1.6. Review of delegation arrangements to committees, working groups, employees and other local authorities
- 1.7. Review of the terms of references for committees and working groups
- 1.8. Receipt of nominations to existing committees and working groups
- 1.9. Appointment of any new committees and working groups, confirmation of the terms of reference, the number of members (including, if appropriate, co-opted members) and receipt of nominations to them.
- 1.10. Review and adoption of appropriate standing orders, financial regulations and risk assessment arrangements
- 1.11. Review of arrangements, including any charters, with other local authorities and review of contributions made to and expenditure incurred by other local authorities.
- 1.12. Review of representation on or work with external bodies and arrangements for reporting back.
- 1.13. Review of inventory of land and assets
- 1.14. Review and confirmation of arrangements for insurance cover in respect of all insured risks.
- 1.15. Review of the Council's complaints procedure
- 1.16. Review of the Council's procedure for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- 1.17. Review of the Council's policy for dealing with the press/media
- 1.18. Setting the dates, times and place of ordinary meetings of the full Council
- 1.19. Review of dispensations required under the Code of Conduct to enable the Council to conduct its business
- 1.20. To review banking arrangements and appoint any banking signatories

Comments and observations from members of the public and from the County and District Councillors

2. To receive apologies for absence

3. Declaration of interests

- 3.1 To receive declarations of interests from councillors on items on the agenda
- 3.2 To receive written requests for dispensations (if any)
- 3.3 To grant any requests for dispensation as appropriate

4. Closure of meeting