



BRIXWORTH PARISH COUNCIL

**Councillors are hereby summoned to attend the Annual Parish Council meeting to be held on
Tuesday 16th May 2017 at 730pm
at the Community Centre, Spratton Road, Brixworth NN6 9DS**

The press and public are also invited to attend

AGENDA

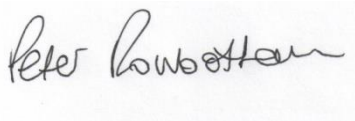
*Papers
attached*

1. **Welcome**
2. **Election of Parish Council Chairman**
 - 2.1 To receive the Chairman's Declaration of Acceptance
3. **Apologies for Absence**
 - 3.1 To consider any received apologies
4. **Declarations of Interest**
 - 4.1 Members' declarations' of interests on agenda items only
5. **Election of Parish Council Vice Chairman**
6. **Agree to the continuation and membership of the Planning Committee.**
7. **Election of a Chairman and Vice Chairman of the Planning Committee**
8. **Agree to the continuation and membership of the Media and Communications Committee.**
9. **Agree to amend the Media & Communications Committee Terms of Reference (Section 1a) to read:**

Membership shall comprise of 4 nominated members of the Parish Council plus the Clerk and the Vice Chairman of the Parish Council, or the Chairman if there is no Vice Chairman.
10. **Agree Membership of the Media & Communications Committee**
11. **Election of a Chairman and Vice Chairman of the Media & Communications Committee**
12. **Agree to the continuation and membership of the Working Groups**
 - 12.1 Finance
 - 12.2 Personnel

**PAPER A
to follow**

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|-----|---|----------------------------------|
| 13. | To review and agree the Calendar of meetings for the municipal year 2017/2018 | B |
| 14. | Election of Parish Council Representatives
14.1 Village Hall
14.2 Thomas Roe Charity
14.3 NCALC
14.4 Press Officer
14.5 Newsletter Editor
14.6 Highways
14.7 Verification Officer for Finance | |
| 15. | To confirm the signatories for the Parish Council Mandate | |
| 16. | To review and agree the following documents (Annual Review)
16.1 Members Code of Conduct
16.2 Standing Orders
16.3 Financial Regulations
16.4 The Asset & Land Register
16.5 The Risk Register | C
D
E
F
G |
| 17 | To consider and implement Project Management paperwork for all Council Projects | H |
| 18 | To consider an alternative date for the Brixworth Juniors Football Club to have a presentation day at St David's Recreation Ground – revised date is Sunday 28th May 2017 | |
| 19 | To consider the basket/ trough flower project for 2017. To agree budget, timescales & deliverables | PAPER I
to follow |
| 20 | Any other urgent business | |
| 21. | To note Future Meetings:
17.1 Media & Communications – 17 th May
17.2 Council – 23 rd May
17.3 Planning – 5 th June | |



Mr Peter Rowbotham
Clerk to the Council
10th May 2017

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