

LOUGHTON PARISH COUNCIL AGENDA

You are summoned to attend the ANNUAL MEETING of Loughton Parish Council

at Loughton Memorial Hall, Monday 21st May commencing at 730pm

Press & Public are invited to attend

<u>1</u>	To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office
<u>2</u>	To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office
<u>3</u>	To receive apologies for absence
<u>4</u>	To receive any declarations of interest from Members
<u>5</u>	To approve the minutes of the meetings held on 10 th & 16 th April 2012
<u>6</u>	To receive TVP Police Report from PC Albert Bernard
<u>7</u>	To approve and adopt the Standing Orders of Loughton Parish council To consider and decide whether to accept Milton Keynes Council's (yet to be distributed) "New" Code of Conduct, Register of Interest and rules (Standing Orders), following the Localism Act (20mins)
<u>8</u>	To approve and adopt the Financial Regulations of Loughton Parish Council
<u>9</u>	To appoint an Internal Auditor.
<u>10</u>	To consider the adoption of the Internal Audit Review for 2011/2012 and the Internal Auditor Effectives 2011/12
<u>11</u>	To consider the adoption of the Financial Risk Assessment 2011/2012.
<u>12</u>	To review Committee Structures and to appoint members to serve on the under mentioned Committees: • NDP
<u>13</u>	To review the Committee terms of reference.
<u>14</u>	To review and decide on amendments to Council policies – a) Complaints policy b) Freedom of Information requests c) Press/media policy
<u>15</u>	To appoint members, including Convenors, to serve on the under-mentioned Working Groups as required. a) Play Areas b) Youth Working Group c) Newsletter Editorial Team d) Friends of ABC Christmas Lights Committee e) Planning - To agree Councils comments on notified Planning Applications – (posted on the website)
<u>16</u>	ACCOUNTS • To review the Parish Finances and sign Cheques • To agree which budgets the Laptop and the Diamond Jubilee are to be funded from • To agree the Accounts for 2011-2012 before appointment of auditor (10 mins) • To review progress re the LSSC unpaid rent
<u>18</u>	To review the Council insurance policy and discuss/decide on alterations
<u>19</u>	To review progress on Quality status accreditation under the Parish Council scheme (10 mins)
<u>20</u>	To review actions on the Loughton Graveyard project (10mins)
<u>21</u>	To consider correspondence received and any grant requests (10 mins)
<u>22</u>	To review progress on the recent Parking order in Loughton and Parish Council notifications (10 mins)
<u>23</u>	To review and agree actions on the Parking obstructions caused by patrons of The Harvester, London Road (10 mins)
<u>24</u>	To review progress with the event to commemorate the Diamond Jubilee of Queen Elizabeth II (10mins)
<u>25</u>	To review progress on the Emergency Response Plan (ERP) (10mins)
<u>26</u>	To discuss plans for a New Parish Board on Great Holm (10mins)

Clerk: Mrs J. Wilcox, C/O 55 London Road, Loughton, Milton Keynes MK5 8AF

Tel: 01908 662823

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<u>27</u>	To review progress with "Great Holm Village Green" -training and application (10mins)
<u>28</u>	To discuss a training plan for Parish Council Members and Clerk (20 mins) BALC Councillor Training (13th June) MKC Councillor Code of Conduct Training– dates not advised
<u>29</u>	To receive reports from Councillors attending External Meetings (5mins)
<u>30</u>	To receive report from the Clerk (5 mins)
<u>31</u>	To confirm the date of the next Meeting being the APM – proposed for Monday 18 th June 745pm Great Holm

Signed: J. Wilcox

Dated: 12/05/12

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