

BURTON GREEN PARISH COUNCIL

Dear Councillor

You are hereby summoned to attend the first meeting of the new Burton Green Parish Council, which will be held at 6.00pm on Tuesday, 10 April 2012, at Burton Green Village Hall, Hodgetts Lane, Burton Green to transact the business shown on the agenda below.

Graham Leach
Acting Clerk

Published 3 April 2012

AGENDA

1. **Election of Chairman**

2. **Vice Chairman of the Council**

- (a) To decide whether to appoint a Vice Chairman.
- (b) If so decided, to elect a Vice Chairman.

3. **Apologies for Absence**

4. **Code of Conduct**

To resolve to accept the Model Code of Conduct for Parish and Town Councils (published by the Standards Board for England April 2007) and to separately to resolve to accept the requirements of para 12 (2)

5. **Register of Financial & Other Interests**

Every Councillor to be given a form to complete their entry in the Register of Members' Financial Interests, to be returned to the clerk within 28 days.

6. **Declarations of Interest on items on the Agenda**

7. **Clerk of the Council**

- (a) To make arrangements for the temporary discharge of the functions of the Acting Clerk and Responsible Finance Officer and to thank Graham Leach for acting as Clerk to convene the first meeting.

- (b) To agree the job description and person specification, authorise advertisements or other arrangements for the Appointment of a Clerk and Responsible Finance Officer and to settle the salary and other terms of employment.
- (c) To appoint the person who is at any time the Clerk or Acting Clerk as the Proper Officer of the Council.

8. **Financial Arrangements**

- (a) To receive a report on the finances of the Council from the Acting Clerk;
- (b) To authorise the opening of a Bank Account and to make provision for Cheque Signatories;
- (c) To authorise the insurance arrangements for the Council

9. **Planning Applications**

- (a) To request in writing the District Council to notify the Council of all planning applications in the parish.
- (b) To decide how to handle consideration of planning applications.

10. **Standing Orders and Financial Regulations**

To consider the draft Standing Orders and Financial Regulations as attached.

11. **Membership of Associations**

To decide to join the Association of Local Councils and any other public organisation of benefit to the council and authorise funds for the membership fees.

12. **Information Commissioner**

To decide to register the Clerk to the Council as a Data Controller with the Information Commissioners Office and authorise the payment of the subscription fee by direct debit.

13. **Training**

To authorise the payment for Councillors and Clerk to attend Induction Days for new councillors and Clerks

14. **Official guidance**

To order appropriate publications and stationery for the Council.

15 **Web site**

To discuss an official Burton Green Parish Council web site

16. **Meetings**

- (a) To fix the date and venue of the Next Meeting.
- (b) To ask the acting Clerk to draft a timetable of meetings for approval at the next meeting.
- (c) To decide on a regular meeting place for the Council.

17. **Committees**

- (a) To consider whether any Committees should be established.
- (b) To appoint members to any Committees which are established.