



AGENDA

Annual Meeting of Tysoe Parish Council

Date and time: Monday 13th May 2019 at 7.15pm
Place: Village Hall

Dear Councillor

You are hereby summoned to attend the **Annual Meeting** of the Parish Council to be held at **The Village Hall, Tysoe** on **Monday 13th May at 7.15pm.**

Kerry Finlayson - Clerk to Tysoe Parish Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

1. **ELECTION OF CHAIR**
2. **WELCOME & APOLOGIES**
3. **DECLARATIONS OF INTEREST**
4. **PUBLIC PARTICIPATION INFORMAL PUBLIC PARTICIPATION SESSION**

5. **ACCEPTANCE OF OFFICE**

Councillors to confirm that they have submitted the following documents:

EMAILED

- i. Declaration of acceptance
- ii. Any financial interests in the Register of Members' Interests
- iii. All Councillors have a Parish Council email address

6. **APPROVAL OF MINUTES**

To approve the minutes of the following meetings:

- i. Annual meeting - 14th May 2018
- ii. Ordinary meeting - 1st April 2019
- iii. Extra Ordinary meeting - 23rd April 2019

**DOCUMENT 1
DOCUMENT 2
DOCUMENT 3**

7. **ELECTION OF VICE CHAIR**

8. **AREAS OF RESPONSIBILITY**

To agree Parish Councillors areas of responsibility:

- o Employment/HR
- o Neighbourhood Plan
- o Planning
- o Trees
- o Street Lighting
- o Playground
- o Flooding
- o Communications
- o Financial Management
- o Road Safety
- o Village Infrastructure and Environment
- o Welfare for Vulnerable Residents

- 9. TO APPOINT REPRESENTATIVES TO SIT ON OUTSIDE BODIES
- 10. CAPITAL ASSETS AND LIABILITIES VESTED IN THE COUNCIL
 - i. Asset Register to be approved

DOCUMENT 4

11. GOVERNANCE

To agree the following:

- i. Standing Orders
- ii. Scheme of Delegation
- iii. Risk Assessment Register
- iv. Policy & Protocol on dealing with the press
- v. Publication Scheme

EMAILED
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12. FINANCIAL MATTERS

TO FOLLOW

RFO Report:

- i. Payments & Receipts
- ii. Bank reconciliation
- iii. Annual Insurance
- iv. Payments authorisation
- v. New bank mandate

13. NEIGHBOURHOOD PLAN

- i. Re-approval of submission plan

14. PLANNING APPEAL

- o APP/J3720/W/19/3223161 Lower Grounds, Main Street, Tysoe

DOCUMENT 5

15. TREE FELLING

- o The Street, Pool Gate

16. STREET LIGHTING

DOCUMENTS 6/7

17. APPOINTMENT OF RFO

18. DC FEILDING

19. CC WILLIAMS

20. DATES OF FUTURE MEETINGS

03-Jun	Ordinary
08-Jul	Ordinary
02-Sep	Ordinary
07-Oct	Ordinary
04-Nov	Ordinary
02-Dec	Ordinary
13-Jan	Extra - Budget & Planning
03-Feb	Ordinary
02-Mar	Ordinary
06-Apr	Parish Assembly/Ordinary
11-May	Annual

21. CLOSURE OF THE MEETING TO THE PUBLIC and PRESS

22. PERSONNEL and CONFIDENTIAL MATTERS