



# Whiteley Town Council

Dear Councillors

You are hereby summoned to attend the Annual General Meeting of the above Council to be held in the Council Rooms at Meadowside Leisure Centre, Whiteley on Monday 8<sup>th</sup> May 2017 commencing at 7.15pm. The business to be transacted at that meeting will be:

1. **To elect a Chairman of the council for the ensuing year**
2. **To elect a Vice-Chairman of the council for the ensuing year**
3. **To receive the Chairman's declaration of acceptance of office**
4. **To receive apologies for absence**
5. **To receive declarations of interest on agenda items**
6. **To adjourn meeting to allow participation by members of the public.**

*News, views, comments and questions on this agenda or other local issues are welcomed. Followed by:*

**6.1 Report from the Safer Neighbourhood Team and to receive any concerns from residents**

**6.2 Report from County Councillor**

**6.3 Reports from District Councillors**

**6.4 Chairman's announcements**

*Please note above representations are limited to three minutes each and once the meeting resumes public participation is at the discretion of the Chairman.*

**7. To resume the meeting to consider the following agenda items:**

7.1 To approve and sign the [minutes of Full Council 3<sup>rd</sup> April 2017](#)

7.2 To receive a report and recommendations from the Strategic Development and Policy Committee (Chairman)

7.2.1 To receive [minutes of meeting held 19<sup>th</sup> April 2017](#)

7.3 To receive a report and recommendations from the Recreation and GP Committee (Cllr Baker)

7.3.1 To receive [minutes of meeting held 19<sup>th</sup> April 2017](#)

7.3.2 Feedback from Annual Town Assembly held 2<sup>nd</sup> May 2017

7.4 To receive a report and recommendations from the Planning Committee (Cllr Jenkins)

7.4.1 To receive [minutes of meeting held 19<sup>th</sup> April 2017](#)

7.5 To receive a report and recommendations from the Transport and Highways Committee (Cllr Butler)

7.6 To receive a report and recommendations from the Finance Committee (Cllr Bielckus)

#### 7.7 To review Standing Orders' requirements:

- i. Review of delegation arrangements to committees, sub-committees, staff and other local authorities
- ii. Review the terms of reference for committees
- iii. Appointment of members to existing committees
- iv. Appointment of any new committees
- v. Appointment of chairmen of committees
- vi. Review and adoption of standing orders and financial regulations
- vii. Review of arrangements with other local authorities
- viii. Review of representation on or work with external bodies and arrangements for reporting back
- ix. To consider whether to exercise the General Power of Competence
- x. Review of inventory of land and assets including building and office equipment
- xi. Review of the Council's and staff subscriptions to other bodies
- xii. Review of the Council's complaints procedure
- xiii. Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998  
**Proposal to adopt a Document Retention Policy**
- xiv. Determine the time and place of ordinary meetings of the Full Council up to an including the next AGM of the Council

#### 7.8 Report from the Whiteley Voice Editor (Clerk)

#### 7.9 Report on the Town Council website and social networking sites (Cllr Jenkins / Clerk)

#### 7.10 Report on the Town Council website (Clerk)

#### 7.11 Reports from Councillors/Clerk on recent meetings attended

2<sup>nd</sup> May Annual Town Assembly

#### 7.12 Reports and evaluation of training and development sessions attended by Councillors/Clerk

### **8. Recent correspondence**

### **9. To note current bank balances**

### **10. Accounts for payment**

