



Theydon Bois Parish Council

Parish Office, The Village Hall, Coppice Row,
Theydon Bois, Essex CM16 7ER

Clerk to the Council: Mrs Sally Crone
Responsible Financial Officer: Mr Greville Norman

To: Members of Theydon Bois Parish Council

19th May, 2010

You are hereby summoned to attend a meeting of Theydon Bois Parish Council at Theydon Bois Village Hall on **Thursday 26th May, 2010 at 8pm** for the purpose of transacting the following business:

Sally Crone
Clerk to the Council

Please note that before the start of the Meeting the Chairman will announce the winner of this year's annual award of the Theydon Bois Community Rose Bowl to the Villager of the Year and will make presentation of this and other Chairman's Community Awards

Agenda Annual Meeting of the Council

- 1. Election of Chairman** SC
 - 1.1 To Propose and Second nominations for the office of Chairman of the Council and, if there is more than one nominee, to vote thereon
 - 1.2 To execute the declaration of acceptance of office of Chairman of the Council
- 2. Election of Vice-Chairman** SC
 - 2.1 To Propose and Second nominations for the office of Vice-Chairman of the Council and, if more than one nominee, to vote thereon
- 3. Apologies for Absence** SC
- 4. Declarations of Interest (existence and nature) with regard to items on the Agenda. Members of the Council are subject to the Local Authorities (Model Code of Conduct) Order 2007 (SI.2007/1159) (The Revised Code)**
- 5. Public Participation session with regard to items on the Agenda**
- 6. Correspondence – Clerk's Report (Appendix 1)** SC
- 7. To discuss & approve the Minutes of the Parish Council Meeting held on 28th April 2011 (Appendix 2)** SJ
- 8. Standing Orders** MH
 - 8.1 To consider the adoption of the revised Code of Conduct including paragraph 12 (2)
 - 8.2 To approve the draft revised Standing Orders previously circulated to all Councillors
- 9. Roles and Responsibilities/Terms of Reference/Powers and Scheme of Delegation**
 - 9.1 To review the Committee Structure for the Council
 - 9.2 To consider and approve the membership of the agreed Committees and Task and Finish Panels for the forthcoming year
 - 9.3 To appoint representatives to external bodies

- 9.4 To consider the process leading to a scheme, whereby responsibilities are delegated to Committees and Officers

10. Community Centre

JP/SJ/PH

- 10.1 To consider the appointment of a Trustee to Theydon Bois Community & Youth Trust
- 10.2 To receive any update on the lease negotiations with Theydon Bois Community and Youth Trust SJ
- 10.3 To receive an update on the replacement of the external lighting at the Community and Youth Centre PG
- 10.4 To consider the situation regarding the fencing proposal for the Community and Youth Centre PH

11. Finance and General Purposes Committee

GN

- 11.1 To receive the Internal Audit for the year 2010/11 as previously circulated and to note the recommendations of the Finance and General Purposes Committee in relation to this
- 11.2 To note the outturn for 2010/11 and to approve the authorisation of any overspends and under recoveries (Appendix 3)
- 11.3 To receive, approve and sign the Council's Accounts for the Year ended 31 March 2011 (Appendix 4)
- 11.4 To receive, approve and sign the Annual Return for the Council for the year ended 31 March 2011 (Appendix 5)
- 11.5 To approve payments since the last meeting (Appendix 6)
- 11.6 To note and approve the Council's Budget for 2011/12 and to note the revision of the 2011/12 budget to reflect the designated reserves in the 2010/11 accounts.
- 11.7 To receive a report on the Finance Meeting held on 4th May, 2011 and to note the draft Minutes of that Meeting (Appendix 7).

12. Planning Committee

PG

- 12.1 To receive an update on Planning Applications received since the last meeting

13. Highways and Environment Committee

AP/PV

- 13.1 To receive an update on Highways and Environment matters within the Village

14. Community Liaison Committee

- 14.1 To receive a Report on the Annual Parish Meeting SS/SJ
- 14.2 To note next event for Theydon Seniors AW
- 14.3 New Avenue of Trees Celebration – Update SS/JB
- 14.4 Christmas Event 2011- Report on feasibility of holding a Christmas Market in the Village Centre in lieu of the usual Christmas Tree Lighting Ceremony and to receive report on progress to date JB

15. Cemetery Committee

PH

- 15.1 To receive an update on the Cemetery since the last meeting

16. Reports from Representatives

17. Any Other Urgent Business for report (without decision)

Please note that no decisions can be lawfully made under this item. The Local Government Act 1972 section 12 (2) (b) states that business must be specified; therefore the Council cannot lawfully raise matters for decision.

18. Public Participation session – Open forum for members of the public to voice their views or make suggestions on any other Council Business or matters of local importance