

Parish Office
10 Orchard Place
Westbury
Northamptonshire
NN13 5JT

Telephone: 01280 308580
E-mail: westburyclerk@aol.com
Web: www.westburyvillage.org



Date: 3rd May 2018
To: All parish councillors
From: Cathy Knott, Clerk to Westbury Parish Council

Dear Councillor,

You are hereby summoned to the Annual Meeting of Westbury Parish Council at Westbury Village Hall, Playing Field Road, Westbury, Northamptonshire, NN13 5JN on **Wednesday 9th May 2018** at 8.00 pm when the under mentioned business will be transacted.

AGENDA

8.00 - 8.15 p.m. Questions or comments from the public

50/18 To elect a Chairman for 2018/19 and receive the Chairman's declaration of acceptance of office

51/18 To receive apologies for absence and welcome

52/18 To elect a Vice Chairman for 2018/19 and receive the Vice Chairman's declaration of acceptance of office

53/18 To receive and approve for signature the minutes of the meeting of the parish council held on 14th March 2018

54/18 To note any matters arising from the minutes not included on this agenda for report only

55/18 To receive declarations of interest related to business on the agenda

56/18 Finance:

- a. Financial statement
- b. To note payments received
- c. To consider invoices to be paid
- d. Approval to set up a monthly standing order for the clerk's salary

57/18 **Governance:**

- a. To receive the Internal Auditor's Report
- b. Annual Governance and Accountability Return 2017/18
 - To consider and approve Section 1, the Annual Governance Statement
 - To consider and approve Section 2, the Accounting Statements

58/18 **GDPR compliance:**

- a. To appoint (TBC) as the council's Data Protection Officer
- b. To adopt the Data Map
- c. To adopt the Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy
- d. To adopt the Privacy Notices
- e. To receive completed Security Compliance Checklists from all Councillors
- f. To note that the council is already registered as a Data Controller with the ICO

- 59/18 To adopt the new Model Standing Orders (April 2018)
- 60/18 To receive planning updates and recommendations
- 61/18 Co-option – to discuss applications from interested parties
- 62/18 Resolve to assign councillor responsibilities
- 63/18 To accept councillors reports on the following areas (if there is anything to report):
- a. Play Park
 - b. Highways
 - c. Utilities
 - d. Village Hall & WVHA
 - e. Community Shop & Cafe
 - f. Footpaths
 - g. Hs2
- 64/18 Correspondence received
- 65/18 Councillor questions
- 66/18 Items for the June Link
- 67/18 Public Participation session (Members of the public are invited to address the council. The session will last for a maximum of 10 minutes with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their representations through the chairman of the meeting)
- 68/18 Close

Cathy Knott

Cathy Knott
Clerk to Westbury Parish Council

Please note, this is a public meeting and you may be filmed, recorded and published.
Copies of all council papers are available for download at www.westburyvillage.org