

# WATERBEACH PARISH COUNCIL

## Notice of Meeting

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Notice is hereby given that the Annual meeting of the Parish Council will be held at the Old Pavilion, Recreation Ground, Waterbeach on **Tuesday 8 May 2018 at 7.30 pm** and I summons you to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below.

Shelley Mason  
Clerk

*Before the meeting commences all Councillors will be required to sign a Declaration of Acceptance of Office in the presence of the Clerk.*

### PARISH COUNCIL AGENDA

**18/1 THOSE PRESENT / APOLOGIES FOR ABSENCE**

**18/2 ELECTION OF CHAIRMAN**

To elect the Chairman of the Council for the ensuing municipal year

**ELECTION OF VICE CHAIRMAN**

**18/3** To elect the Vice Chairman of the Council for the ensuing municipal year

**18/4 INTRODUCTION OF COUNCILLORS**

The new Chairman to ask each councillor to briefly introduce themselves to all present.

**18/5 OPEN FORUM**

Open Forum of a maximum of fifteen minutes duration for members of the public to address Councillors. A member of the public may speak for up to 3 minutes to make representations, answer questions and give evidence at a meeting **in respect of the business on the agenda** (Standing orders 3e, 3f, and 3g). Anyone wishing to speak needs to be present at the beginning of the meeting. This is not a forum in which to raise complaints about the Parish Council or its staff, which should in the first instance be directed privately to the Parish Clerk so that they can be independently investigated in accordance with the Council's complaints procedure.

**18/6 MEMBERS' INTERESTS**

To receive declarations from Members as to disclosable pecuniary and other interests and the nature of those interests in relation to any agenda item. Those councillors declaring an interest should leave the room at the appropriate agenda item and only return once the vote on that item has been made.

**18/7 APPOINTMENT OF COMMITTEES**

To appoint members to formal committee, and panels for the ensuing municipal year and to appoint Chair to those Committees. Those that have been operating for the past year are: Planning, Finance, Highways, Employment Panel, Recreation Users Group, Neighbourhood Planning Group. Details of committee/panel members for 17/18 is attached.

**18/8 APPOINTMENT TO VARIOUS OUTSIDE BODIES AND OF LEAD PERSONS FOR VARIOUS ACTIVITIES**

To appoint Members or residents for the ensuing municipal year. Details of current appointments are attached. Leads are also sought for the following:

Cemetery/Winfold Rd/Old Pond site safety checks  
Village Green/Gault safety check  
Recreation Ground safety check

**18/9 WORKING PARTIES**

To review the list of working parties operating in 2017-8 (membership details attached) and agree amendments as necessary.

Neighbourhood Plan  
Cemetery  
Emergency Planning

To raise suggestions for additional working groups.

**18/10 TRAINING**

To agree whether to organise an evening induction (for new Cllrs)/refresher training (experienced Cllrs) event for Councillors. A 2 – 2½ session, this would cover the Role of Councils, Councillors and Public Office, the Roles of the Chairman/Clerk/ RFO , the Code of Conduct as well as the GDPR. The cost would be £250 (course leader travel expenses may be an additional cost).

To determine if anyone wishes to attend a day session at Somersham Parish Council on Saturday 9 June, primarily aimed at new Councillors, which is also available. The cost would be £70 incl VAT.

**18/11 RELOCATED RAILWAY STATION DROP IN EXHIBITION/ ANNUAL PARISH MEETING**

To agree who will be present for the drop-in session between 4.30 – 7.30.

**18/12 MONTHLY PAYMENTS**

To approve the following payments:

AVC Connections	Projector installation	£195.96 incl VAT
Anglia Surface Care	Moss treatment on the tennis court/toddler park	£636.00 incl VAT

The invoice file is available for Councillors to inspect on the day of the meeting during working hours and for 30 minutes before the start of the meeting.

**18/13 PROJECT SCHEDULE**

To review the schedule of current projects.

**18/14 FUTURE AGENDAS**

An opportunity for Members to suggest items for inclusion in future Parish Council meeting agendas.