



Sway Parish Council

Jubilee Field Pavilion, Station Road, Sway, SO41 6BE

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(v2) 10th May 2019

All members of Sway Parish Council are hereby summoned to attend a meeting **at the Jubilee Field Pavilion, Station Road, Sway, SO41 6BE on Thursday 16th May 2019** commencing at **7.30pm** for the transaction of the business below.

KWalding

Katie Walding
Clerk & RFO

Public participation

The Chairman may at his discretion, and at a convenient time in the transaction of business, invite members of the public to speak in relation to the business to be transacted at the meeting. Anyone wishing to speak is invited to contact the Clerk prior to the start of the meeting (preferably by 12.00 noon on the day of the meeting) and advise the subject on which they wish to speak.

AGENDA

(SO = Standing Order reference)

1. Election of the Chair of the Parish Council

(SO5i) If the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.

2. Election of the Vice Chair of the Parish Council

3. Apologies

4. County Council – receive an update of County matters

5. District Council – receive an update of District matters

6. Acceptance of Office (SO5j(i)) – receipt of forms from all Councillors. Forms presented to and signed by the newly elected Chairman and Vice Chairman.

7. Minutes of the previous Meeting and matters arising – to approve the Minutes from the ordinary meeting on 25th April 2019 (SO5j(ii),(iii),(iv)) and the Parish Assembly on 4th April 2019

8. Standing Orders and Financial Regulations (SO5j(ix)) – review and adopt

9. New committees and working groups (SO5j(v),(vi),(viii)) – consider any to be created (in accordance with SO4) and members to be appointed and a suggested date for their first meetings, which should include election of chair and vice chair and a review of Terms of Reference



10. **Arrangements with, and contributions to, other local authorities (SO5j(x))** – review and approve
11. **Work with external bodies (SO5j(xi))** – review representation on and arrangements for reporting back
12. **General Power of Competence (SO5j(xii))** – confirm eligibility to exercise the General Power of Competence
13. **Asset Register (SO5j(xiii))** – review and approve
14. **Insurance cover (SO5j(xiv))** – confirmation of arrangements in respect of all insured risks
15. **Subscriptions (SO5j(xv))** – review subscriptions
16. **Policies (incorporating SO5j(xvi),(xvii),(xviii),(xix))** – review and adopt policies and procedures
17. **Future Meeting Dates (SO5j(xxi))** – consider and approve dates for all ordinary Council meetings up to and also including the next Annual Parish Assembly and the next Annual Meeting
18. **Clerk's Report and Correspondence**
19. **Finance:**
 - a. **Payment Schedule** – receive and approve for May 2019
 - b. **Bank Reconciliation** – receive and approve for April 2019
 - c. **Cricket Club ground maintenance** – consider quotes for ground works
 - d. **Football Club ground maintenance** – consider quotes for ground works
 - e. **Appointment of Internal Auditor for 2019/20** – to approve the re-appointment of Tim Light, FMAAT, trading as Lightatouch
20. **Other matters for discussion** – from Councillors and/or the public
21. **Items for the Next Agenda** – from Councillors and/or the Clerk
22. **Date of the next meeting**

FOR ANY ENQUIRIES REGARDING THIS MEETING PLEASE CONTACT THE CLERK