



SILCHESTER PARISH COUNCIL

Member of the Hampshire Association of Parish and Town Councils

Clerk: Chris Gunnell, 22 Church Road, Pamber Heath, Tadley, Hants, RG26 3DZ

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ANNUAL GENERAL MEETING

Councillors are hereby summoned to attend, and members of the public and press are invited to attend the next meeting of Silchester Parish Council, to be held on:

Date: Tuesday 7th May 2024

Time: 7.30pm

Place: Silchester Village Hall – Club Room

1. General Announcements

This meeting is being audio recorded by the Clerk for his personal use in drafting the minutes after which the recording will be deleted. No other video or audio recording of the meeting is permitted without the prior written agreement of Silchester Parish Council.

2. Apologies for Absence

3. To receive Declarations of Interest

4. Election of Chairman

5. Election of Vice-Chairman

6. Delivery of acceptance of office form by the Chairman

7. Minutes of the last Annual General Meeting

8. Review of the terms of reference for committees

9. To appoint representatives to committees and other organisations, as follows:

- a. SCMC
- b. Sports Pavilion Management Committee
- c. Pamber Forest Management Committee
- d. Basingstoke District Association of Parish & Town Councils
- e. Footpaths Officer
- f. Tree Warden
- g. Sustainable Silchester
- h. Silchester Roman Town – Joint Advisory Panel
- i. Silchester Playground Association
- j. Community Speedwatch Group
- k. AWE Liaison Committee

10. Review and adoption of Standing Orders

11. Review and adoption of Financial Regulations

12. Resolution that all Councillors be authorised to act as bank signatories, including authorisation of online payments

13. Appointment of Responsible Financial Officer

14. Review of inventory of land and assets

15. Confirmation of arrangements for insurance cover in respect of all insured risks

16. Review of the Parish Council's complaints procedure

17. Review of the Parish Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998

18. Review of the Parish Council's policy for dealing with the press/media

19. Review other Parish Council policies and procedures

20. Election of the Internal Auditor

21. Determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of the full council.

22. Chairman's closure of meeting

Signed: Chris Gunnell
Clerk to Silchester Parish Council

Date: 30th April 2024