

# FARNHAM ROYAL PARISH COUNCIL

To: All Farnham Royal Parish Councillors

**YOU ARE SUMMONED TO ATTEND THE ANNUAL MEETING OF FARNHAM ROYAL PARISH COUNCIL ON MONDAY 20 MAY 2019 AT 6.30 P.M. IN FARNHAM COMMON VILLAGE HALL**

**The meeting is open to the public and press** and the first 15 minutes will be reserved, if required, for public comment. We have a policy on recording of meetings. Please apply to the Clerk for details.

**Declarations of Interest:** Any Member attending the meeting is reminded of the requirement to declare if he/she has a personal interest or a prejudicial interest in any item of business as defined in the Code of Conduct.

## **AGENDA**

- 1 To elect a Chairman
- 2 To elect a Vice Chairman
- 3 Apologies for absence
- 4 To receive any declarations of interest from Members
- 5 To confirm the minutes of the meeting held on 29 April 2019
- 6 To review the Standing Orders and Code of Conduct
- 7 To review the terms of reference and appoint members to serve on the following Committees:
  - 7.1 Finance Committee
  - 7.2 Planning Committee
- 8 To review the terms of reference and appoint members to serve on the following Working Groups:
  - 8.1 Open Spaces Working Group
  - 8.2 Kingsway Green Working Group
- 9 To appoint representatives on the following Outside Bodies:
  - 9.1 Farnham Royal Charities
  - 9.2 Burnham Beeches Local Area Forum (BCC)
  - 9.3 Rights of Way Liaison Group (BCC)
  - 9.4 Farnham Common Sports Club
  - 9.5 Farnhams' Magazine
  - 9.6 Burnham Beeches and Stoke Common Consultation Group (CofL)
  - 9.7 South Bucks Association of Local Councils
- 10 To review the asset register and risk assessment
- 11 To review the following policies:
  - 11.1 Signage
  - 11.2 Promotional Materials
  - 11.3 Grants
  - 11.4 Tree Safety Management
  - 11.5 Communication and Involvement
  - 11.6 Recording, Photography and Use of Social Media at Meetings
  - 11.7 Dignity at Work/Bullying and Harassment
  - 11.8 Pre Application Meetings with Developers
  - 11.9 Information and Data Protection
  - 11.10 Document Retention and Disposal
  - 11.11 Expenses
  - 11.12 Co-option

- 12 To agree meeting dates and times for parish council meetings and committee meetings for 2020
- 13 Open Spaces:
  - 13.1 To consider engaging Capability Landscapes Ltd to maintain St. Mary's Churchyard from 20 May 2019 to 31 July 2019 at a cost of £1,000 plus VAT per visit.
- 14 Finance:
  - 14.1 To approve payments and note receipts, as per the cashbook
  - 14.2 To review the Finance Regulations
- 15 Planning:
  - 15.1 To ratify comments on recent applications
  - 15.2 To note recent planning decisions
  - 15.3 Update on concrete crusher at Bishop's Farm
- 16 Any Other Business (for information only)
- 17 Next meeting: 24 June 2019 at Farnham Royal Village Hall

Signed: *Judith Hall*  
Clerk

Dated: 15 May 2019