

# SEAGRY PARISH COUNCIL

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3<sup>rd</sup> May 2018

Dear Councillor,

You are summoned to the **Annual Meeting** of the **Seagry Parish Council**, which will be held on **Tuesday 8<sup>th</sup> May 2018** in the **Goss Croft Hall, Upper Seagry SN15 5HD** commencing at **7.30 p.m.**

Yours faithfully,

*Vivian Vines*

Vivian A Vines MBE  
Parish Clerk

## ANNUAL COUNCIL MEETING

**NOTICE OF MEETING – Public Notice of the meeting is given in accordance with Schedule 12, para 10 (2) of the Local Government Act 1972.**

1. **ELECTION OF CHAIRMAN:** To elect a Parish Council Chairman for the next Council Year and for the elected Chairman to sign His/Her Declaration of Acceptance of Office. **(For Decision)**
2. **ELECTION OF VICE CHAIRMAN:** To elect a Parish Council Vice Chairman for the next Council Year. **(For Decision)**
3. **APOLOGIES:** To note and agree Apologies received from Council Members. **(For Decision)**
4. **CONFIRMATION OF CHEQUE SIGNATORIES:** To confirm cheque signatories as being all Members of the Council, with any two to sign. **(For Decision)**
5. **CALENDAR OF MEETINGS FOR 2018/2019:** To consider and agree a Calendar of Meeting Dates for Full Council Meetings for the next Council Year and Meeting Dates for Planning Council Meetings that are subject to cancellation should there be no business to be transacted. **(For Decision)**
6. **ELECTION OF PARISH COUNCIL SUB-COMMITTEES & WORKING GROUPS:** To consider and agree Membership of Council Sub-Committees and Working Groups for the next Council Year. **(For Decision)**
7. **ELECTION OF REPRESENTATIVES TO OUTSIDE BODIES:** To consider and agree the appointment of Council Representatives for the next Council Year. **(For Decision)**
  - a) Seagry Community Neighbourhood Watch Coordinator
  - b) Seagry Community Emergency Planning Coordinator
  - c) Seagry Community Rights of Way Warden
  - d) Seagry Designated Flood Warden and Flood Wardens
  - e) Seagry Neighbourhood Area Plan Steering Group (2 Members)

- f) Seagry Allotments
- g) Chippenham Community Area Board (Wiltshire Council)
- h) Chippenham & Villages Community Area Partnership
- i) Chippenham Community Area Parish Forum
- j) Wiltshire Council Northern Flood Working Group
- k) Goss Croft Village Hall Trustees (2 members)
- l) Seagry Signpost Magazine Liaison

**8. COUNCIL POLICIES:** To agree to consider any changes required to Adopted Policies. To include Standing Orders and Financial Regulations, Code of Conduct, Asset Register, Freedom of Information Act Publication Scheme and the Risk Assessment and Management Register. **(For Decision)**

**9. INTERNAL AUDITOR:** To consider and agree the appointment of an Internal Auditor. The Parish Council's existing Internal Auditor is Mr Edward Ferguson. It is recommended that he be re-appointed by the Council. **(For Decision)**

**10. DATA PROTECTION REGISTRATION:**

The Council received information from the Information Commissioner's Office that the Council was legally required to register under the Data Protection Act 1998 and would need to renew the registration every year. As a Public Authority with less than 249 members of staff the cost was currently £35.00. There is a possibility that this will change with the introduction of GDPR but advice is that any new fee will be payable when any existing registration expires. The Clerk has registered the Council under Registration Reference ZA347203 covering the period 25<sup>th</sup> April 2018 to 24<sup>th</sup> April 2019. The Council is now registered as a Data Controller. NALC has recently produced a Briefing Note L05-18 on Data Protection Fees. **(see attached) (to note)**

**11. DATE OF NEXT MEETING:** A Full Council Meeting is scheduled to commence on the closure of this Annual Council Meeting. Following the approval of the Calendar of Meetings the date of the next Council Meeting is scheduled for **7.30pm, Tuesday 10<sup>th</sup> July 2018**. However, Members should note that **Tuesday 12<sup>th</sup> June 2018** is scheduled for a Planning Meeting, for which Notice will be given if required.

**MEETING DATES 2018/2019**

Tuesday 12 June 2018	Council Planning meeting (if required)
Tuesday 10 July 2018	Full Council Meeting
Tuesday 14 Aug 2018	Council Planning meeting (if required)
Tuesday 11 Sept 2018	Full Council Meeting
Tuesday 9 Oct 2018	Council Planning meeting (if required)
Tuesday 13 Nov 2018	Full Council Meeting
Tuesday 11 Dec 2018	Council Planning meeting (if required)
Tuesday 8 Jan 2019	Full Council Meeting
Tuesday 12 Feb 2019	Council Planning meeting (if required)
Tuesday 12 March 2019	Full Council Meeting
Tuesday 9 April 2019	Annual Parish Meeting + Council Planning meeting (if required)
Tuesday 14 Ma 2019	Annual Council Meeting + Full Council Meeting