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13th May 2008

To: All Members of Tibshelf Parish Council

Dear Councillor,

NOTICE OF ANNUAL MEETING OF TIBSHELF PARISH COUNCIL

You are summoned to the **Annual Meeting of Tibshelf Parish Council** to be held at **7.30pm on Tuesday 20th May 2007** in the **Jubilee Suite, The Village Hall, High Street, Tibshelf.**

Members are asked to sign the attendance sheet for the meeting and to complete the Declarations Sheet (if appropriate). These will be available in the Council Chamber.

Keith Bradshaw
Parish Clerk

AGENDA

NON EXEMPT ITEMS

1. To elect a Chairman for the ensuing year
2. The Chairman to take and sign a Declaration of Acceptance of Office
3. Vote of thanks to the retiring Chairman
4. To elect a Deputy Chairman for the ensuing year
5. The Deputy Chairman to take and sign a Declaration of Acceptance of Office
6. To receive apologies for absence
7. Declaration of Members Interests
 - (a) Members must ensure that they complete the Declarations of Interest sheet prior to the start of the meeting and must indicate the action to be taken (i.e. to stay in the meeting, to leave the meeting or to stay in the meeting to make representations and then leave the meeting prior to any consideration or determination of the item)

(b) Where a Member indicates that they have a prejudicial interest, but wish to make representations regarding the item before leaving the meeting, those representations must be made under item (c) of Public Speaking.

The Declarations of Interests will be read out from the Declaration Sheet – Members will be asked to confirm that the record is correct.

8. Public Speaking

(a) A period of not more than ten minutes will be made available for members of the public and Members of the Council to comment on any matter. Where a Member indicates they have a prejudicial interest, but wish to make representations regarding the item before leaving the meeting, those representations must be made under item (c) below. (If the item to which representations or comment were made by a Member is on the Agenda the Member must declare that interest again and withdraw from the meeting during consideration of that item)

(b) If the Police Liaison Officer, a County Council or District Council Member is in attendance they will be given the opportunity to raise any relevant matter. Members of the Council however will restrict Police matters they raise to those relating to their Council Ward.

(c) Members declaring a prejudicial interest who wish to make representations or give evidence under the Code of Conduct relating to Agenda items shall do so at this stage.

9. To confirm the minutes of the meeting held on 15th April 2008

10. Chairman's announcements

11. To appoint Sub-Committees:

- Amenities & Environment
- Planning
- Village Hall
 - The Standards Committee has recommended that the number of Councillors on this sub committee be limited to two or three with more representatives from user groups being appointed.
- Personnel

12. Appointment of Representatives to Outside Bodies

13. Dates of Council Meetings 2008/2009

14. Planning

Council to consider planning applications received as detailed on the attached schedule

15. Derbyshire Association of Local Councils

To note that the following correspondence has been received and is available in the office:

17.08 - Review of NALC Publication: Standing Orders and Chairmanship (July 2003)

18.08 - Derbyshire County Training Partnership - CiLCA

19.08 - Executive Committee Minutes - 01.03.08; Attendance of Police Officers at PC/TC Meetings; Consult - Draft Policy - Roadside Memorials DCC; H M Rev & Customs Free Workshops

20.08 - Pay Negotiations; NJC Car Allowances 2008/2009

21.08 - New Clerks' Induction Course

16. Parish Clerks Report
 - Accounts for Payment
 - Financial Report

17. Annual Governance – Audit
 - Council to approve the Annual Governance Statement for the Annual Return.

18. Risk Assessment
 - Council to approve the Risk Assessment.
 - Insurances due for renewal 20th June 2008

19. Keyholder – Shetland Road Play Area
 - Council to consider the application from Mr. Michael Wade who has expressed interest in taking responsibility for opening and closing this play area.

20. Items for information
 - Council to note correspondence received as detailed on the attached schedule