

CHIPPENHAM WITHOUT PARISH COUNCIL

www.chippenhamwithoutparishcouncil.gov.uk

22nd May 2024

Dear Councillor,

You are summoned to the **Annual Meeting of the Chippenham Without Parish Council**, which will be held on **Wednesday 29th May 2024** commencing at **6.15pm** in The Pavilion, Allington Fields, Frogwell, Chippenham SN14 0YZ. The Annual Meeting will be followed by a **Meeting of the Chippenham Without Parish Council** commencing at **6.30pm** or on the completion of the Annual Council Meeting, whichever is the later. **The Annual Parish Meeting will follow at 7.30pm**. The Press and Public are welcome to attend the Meetings.

Yours faithfully,

Vivian Vines

Vivian A Vines MBE SLCC
Clerk of the Council

ANNUAL COUNCIL MEETING AGENDA

(Agenda Items for decision are marked as such)

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 and for the elected Vice Chairman to sign His/Her Declaration of Acceptance of Office. **(For Decision)**
3. **APOLOGIES:** To note and agree Apologies received from Council Members. **(For Decision)**
Apologies have been received from Cllr M Brinkworth.
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 2024/2025:** 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. **(see attached) (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 COMMUNITY & OUTSIDE BODIES:** To consider and agree the appointment of Council Representatives for the next Council Year. **(For Decision)**
 - a) Chippenham Community Area Board (Wiltshire Council) (Link Member)
 - b) Chippenham Community Area Parish Forum (Link Member)
 - c) Wiltshire Council Operational Flood Group North (Link Member)
 - d) Chippenham Without Neighbourhood Plan Steering Group (2 Members)

- e) Community Designated Flood Warden and Flood Wardens
- f) Community Designated Neighbourhood Watch Coordinator
- g) Community Designated Emergency Planning Coordinator
- h) Community Designated Rights of Way Warden
- i) Wiltshire Council Parish Steward (Link Member)
- j) Chippenham Local Highway and Footway Group (LHFIG) (Link Member)
- k) Chippenham Climate & Ecological Emergency Forum (Link Member)

- 8. 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, Complaints Policy, Vexatious Persons Policy, Data Protection Policy and the Risk Assessment and Management Register. **(For Decision)**
- 9. INTERNAL AUDITOR:** To agree the appointment of an Internal Auditor. **(For Decision)**
- 10. DATA PROTECTION REGISTRATION:** The Council is registered under Registration Reference ZA347191 as a Data Controller. Council Members are Data Controllers and Processors. **(to note)**