

NOTICE OF THE ANNUAL MEETING OF HADDENHAM PARISH COUNCIL to be held on Wednesday 11<sup>th</sup> May 2016 at 7.30pm at the Arkenstall Village Centre, Station Road, Haddenham, Cambs.

All members of Haddenham Parish Council are hereby summoned to attend the above meeting

## AGENDA

1. Election of Chairman
2. Declaration of Acceptance of Office of Chairman to be signed
3. Apologies for absence
4. Declarations of Interest
5. Councillor resignation and procedure for replacement
6. Election of Vice Chairman
7. Election of Committees
8. Election of Working Groups (including changes to Groups)
9. Election of Community Group and Appointed Representatives, Groundsman Liaison and Press Officers
10. Minutes of the last meeting to be approved
11. Matters Arising (For Information Only)
  - a. **Headstones at Non-Conformist Burial Ground**
  - b. **Fire exit sign in Small Hall**
12. Public Participation
13. Financial Matters:
  - a. **Accounts to be authorised**

BT	£104.40	CAPALC	£523.85	Copier Warehouse	£43.06
Anglian Water	£45.32	M Overall	£21.00		
Microsoft	£7.99	E-ON	TBA		
Cartridge People	£15.98	Arkenstall Centre	£18.00		
Staff costs (April 2016)	£2171.22	C Ray	£29.33	AmeyCespa(East) Ltd	£75.58

- b. **E-ON invoice amount from April meeting**
- c. **Quotation from Dalrod for work on MUGA court**
- d. **New fencing and fence repairs at Fairchild's Meadows to be authorised**
- e. **Energy contract renewal**
- f. **Groundsman contract for Wayman's Pits and Fairchild's Meadows**
- g. **Tree works**
14. Correspondence to include:
  - Haddenham Post Office**
  - Planning review**
15. Reports from District & County Councillors
16. Reports from Committees, Working Groups & Community Group Representatives
17. Internal Financial Control Procedures Review 2015/16
18. Internal Audit Report & Internal Audit Review 2015/16 to be accepted and approved
19. Annual Return: Annual Governance Statement 2015/16 to be approved
20. Annual Return: Accounting Statements 2015/16 to be approved
21. Appointment of Internal Auditor for 2016/17
22. Annual Report 2015/16 and Village Sign article to be approved
23. Gate at Feast's Green – key to be discussed
24. West End Pond Site – registration update
25. Total Transport Survey – approval of Parish Council response
26. Village Voice delivery of June issue
27. Complaint against councillor
28. Assistant Parish Clerk (Clerk Designate) post – recommendation from interviews
29. Matters to Report
30. Date of Next Meeting: Wednesday 8<sup>th</sup> June 2016

Signed:

  
J M Manning  
Clerk to Haddenham Parish Council

Dated: 4<sup>th</sup> May 2016

Members of the public and press are invited to attend

**Clerk: Mrs Jenny Manning**  
**8 Aldreth Road**  
**Haddenham**  
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Cc County Cllr W Hunt