**HAUGHTON PARISH COUNCIL**

**2 Ashmore Drive, Gnosall, Stafford, ST20 0RP Tel: 01785 824749**

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**You are hereby summoned to attend the**

**Annual Meeting**

**of Haughton Parish Council on Monday 23rd May 2016 at 7.30pm**

**In the Village Hall**

**AGENDA**

1. To elect a Chairman and receive signed Declaration of Acceptance of Office
2. To elect a Vice-Chairman and a Treasurer
3. To receive apologies and record absences
4. To elect representatives to other bodies
5. To receive any Declarations of Interest in the following agenda
6. To receive and confirm the minutes of the meeting held on 25th April 2016
7. To consider planning matters, including planning decisions and notifications of appeals
8. To discuss matters of finance including
9. accounts for approval
10. to accept the financial statements for May 2016
11. to note the increase in National Living Wage
12. to accept the 2015-16 Annual Return and the Statement of Governance prior to its submission to Grant Thornton, External Auditor

1. To receive the following reports:
2. Clerk’s report including correspondence
3. General Maintenance
4. Best Kept Village
5. Highway matter including SCC’s plans to devolve duties to parish councils
6. Playing field
7. Village Hall
8. Allimore Green and Dale Commons
9. To discuss the future of the Parish Website
10. To discuss plans and future action for the Queens 90th birthday celebration event
11. To receive Chairman’s Announcements
12. To request any future agenda items
13. To confirm the date of the next meeting

***To exclude members of the press and public whilst confidential business is discussed***

1. To discuss the Clerk’s role

**Jayne Cooper**

**Clerk Haughton Parish Council**

**Date: 13th May 2016**

**RECORDING OF PARISH COUNCIL MEETINGS**

Before the meeting begins, Cllrs are asked to note the provisions of the Filming of Meetings (ref “*The Openness of Local Government Bodies Regulations 2014*”)

It is now permitted for meetings to be recorded or filmed without prior permission being sought apart from confidential business. I would, therefore, remind members that they should avoid saying anything which could be slanderous. I would also point out that while the council and its officers may be filmed or recorded, that does not apply to filming or recording of members of the public for their permission must be sought first. Any filming or recording must not be disruptive to the business of the meeting**.**

**Clerk, Haughton Parish Council**