

**PAMBER PARISH COUNCIL
NOTICE OF ANNUAL GENERAL MEETING**

You are requested to attend the Annual General Meeting of Pamber Parish Council which will be held on Monday, 15th May 2023 at 7.00pm. The meeting will be held at Pamber Heath Memorial Hall.

AGENDA

1. General Announcements
2. Apologies for Absence
3. To receive Declarations of Interest
4. Election of Chairman
5. Election of Vice-Chairman
6. Delivery of acceptance of office forms
7. Minutes of the Annual General Meeting held 9th May 2022 – Approved 13th June 2022
8. To Co-opt a Parish Councillor
9. Election of Working Parties and Representatives
 - a. Planning Applications
 - b. Highways Representatives
 - c. Two Representatives to review HGV License Applications
 - d. Two Representations to act as cheque signatories on St. Stephen's Hall
 - e. Pamber Forest Advisory Committee
 - f. Basingstoke & Deane Association of Town and Parish Councils
 - g. Pamber Heath War Memorial Hall Committee
 - h. St. Stephen's Hall Committee
 - i. AWE Liaison Committee
10. Review and adoption of Standing Orders
11. Review and adoption of Financial Regulations
12. Cheque Signing and Online Payments Authority
13. Review of inventory of assets
14. Confirmation of arrangements for insurance cover in respect of all insured risks
15. Review of the Parish Council's complaints procedure
16. Review of the Parish Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998
17. Review of Procedures and Policies
18. Election of Internal Auditor
19. Delegation of Authority to make Planning Application Returns
20. Determine the time and dates of ordinary meetings of the Council up to and including the 2024 AGM

Signed: Chris Gunnell

Date: 9th May 2023