

**Little Chalfont Parish Council Twelfth Annual Meeting**  
**Will be Held on Wednesday 9 May 2018 at approximately 7.45 pm**  
**In the Village Hall, Cokes Lane, Little Chalfont**  
**(the meeting will follow a planning committee meeting which will commence at 7pm)**

**Agenda**

- 1. To elect a Chairman of the council for the council year 2018/19.**
- 2. To elect a Vice-Chairman of the council for the council year 2018/19.**
- 3. To elect a Chairman of the planning committee for the council year 2018/19.**
- 4. To appoint a Vice-Chairman of the planning committee for the year 2018/19.**  
(Note – all members of Little Chalfont Parish Council are also members of the Planning Committee).
- 5. Declaration and delivery of acceptance of office:** Chairman and councillors to sign declaration of office.
- 6. To Propose and agree membership of sub-committees:**
  - a. Establishment Committee
- 7. To propose and agree membership of working parties:**
  - a. Westwood Park Working Party;
  - b. Community Buildings Working Party;
  - c. Village Hall Management Working Party;
  - d. Nature Park Management Group;
  - e. Co-ordination Group (joint with LCCA)
  - f. War Memorial and Remembrance Parade Working Party.
- 8. To propose and agree representation on outside bodies:**
  - a. GE Healthcare Liaison Group;
  - b. Little Chalfont Community Library;
  - c. Little Chalfont Community Association Liaison;
  - d. Local Area Forum;
  - e. Chiltern and South Bucks Community Partnership.
- 9. Report on the Council Year 2017/18 (to follow).**
- 10. Appointment of Auditors 2018-19:** Existing - Ernest Newhouse (Internal Auditor) and PKF Littlejohn (External Auditors).
- 11. To accept a resolution that standing orders be suspended to allow any members of the public to speak (10 mins).**
- 12. To receive and approve the minutes of the meeting and the confidential minutes of the meeting held on 11 April 2018.**
- 13. Declarations of Interest.**
- 14. Approval by Chairman of items for Any Other Business.**
- 15. Chairman's report (to follow).**
- 16. Clerk's report (to follow).**
- 17. To receive reports, as appropriate, from members of outside bodies and working parties.**
- 18. Financial matters:**
  - i. List of payments and cheques to be signed (to follow).
- 19. Parish Meeting – Wednesday 16 May 2018:** To discuss progress with planning for the event.
- 20. Community Centre:** Review of reports and revised plans.
- 21. Review of risk assessments, (to follow) financial regulations (to follow), standing orders (to follow).**
- 22. Parking Survey:** Update on responses from Charsley Close and Marygold Walk.
- 23. Parish office:** Update.
- 24. Village Day:** Update on parish council stall.
- 25. Unitary authority proposals:** Discussion of meetings attended.
- 26. Replacement of fusebox in village hall:** Report from electrician.
- 27. GDPR:** Update on requirements confirmed to date and review of privacy notice.

- 28. Reports and Notifications:** (i) Consultation on unauthorised developments and encampments (circulated 12 April 2018); (ii) BALC new LTNs and Model Standing Orders (circulated 12 April 2018);(iii)Extended consultation Minerals and Waste Local Plan (circulated 19 April 2018); (iv)NALC – GDPR updates (circulated 19 April 2018); (v) Buckinghamshire County Council news (circulated 23 April 2018); (vi) CDC Planning Support team - revised telephone opening hours (circulated 23 April 2018); (vii) Future Bucks update (circulated 29 April 2018); (viii) One Council update (circulated 29 April 2018); (ix)Chiltern Neighbourhood Survey (circulated 30 April 2018); (x) Policing in the Thames Valley – April 2018 (circulated 30 April 2018); (xi) Legal Briefing note on Data Protection fees (circulated 1 May 2018)
- 29. Any Other Business.**
- 30.** To consider a resolution that in view of the confidential nature of the business to be transacted, it is advisable, in the public interest, that the public and press be excluded from the remainder of the meeting and be instructed to withdraw. (The items are confidential because they deal variously with contractual and legal matters.)
- 31. Tender for the Nature Park grounds maintenance contract:** To review the tenders which have been received.
- 32. Date of Next Meeting:** Wednesday 13 June 2018 in the Village Hall at 7.30pm.