

# LITTLEPORT PARISH COUNCIL

Council Offices: The Barn, Main Street, Littleport, Ely, Cambridgeshire CB6 1PH

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Clerk to the Council: Mrs Su Field

Clerk Emeritus: Mrs Lynda Clarke-Jones



**Members of the Council are summoned to the Annual General Meeting of  
Littleport Parish Council  
To be held on Monday 16<sup>th</sup> May 2016 at 7pm at The Village Hall, Victoria Street**

Ten minutes at the beginning of the meeting are allocated to the public to express a view on matters relating to the agenda. The public are welcome to stay and observe the entire meeting.

## **A G E N D A**

1. To confirm the Minutes of the Annual Meeting held on 18<sup>th</sup> May 2015
2. To elect a Chairman for the ensuing year.
3. Chairman to sign Declaration of Acceptance of Office.
4. To elect a Vice Chairman for the ensuing year.
5. To receive any declarations of interest from Councillors relating to items to be considered at the meeting in accordance with the provisions of the Council's Code of Conduct and from any officers.
6. To receive apologies for absence
7. In the absence of objections, to re-appoint Committees and Advisory Committees for ensuing year
8. In the absence of objections, to re-appoint representatives to Littleport Leisure Community Centre Committee
9. To review and adopt Standing Orders and Financial Regulations for the forthcoming year
10. To review the Bank Mandate and amend signatories if appropriate

**The Annual Meeting of the Parish Council will be immediately followed by  
A Finance Committee Meeting of the Parish Council where the following items of  
business will be discussed**

1. To receive any declarations of interest from Councillors relating to items to be considered at the meeting in accordance with the provisions of the Council's Code of Conduct and from any officers.

2. To receive apologies for absence
3. To confirm payments made during the period 18<sup>th</sup> April 2016 to 15<sup>th</sup> May 2016
4. To authorise the signing of orders for payments
5. To authorise and sign off the BACS payments to staff
6. To receive and sign off the current financial statements

**The Finance Committee Meeting of the Parish Council will be immediately followed  
By an Ordinary Meeting of the Parish Council where the following items of business will be  
discussed**

1. To receive any declarations of interest from Councillors relating to items to be considered at the meeting in accordance with the provisions of the Council's Code of Conduct and from any officers.
2. To receive apologies for absence
3. Chairman's Announcements
4. Clerks' Follow Up Diary
5. To confirm the Minutes of the Council Meeting on 18<sup>th</sup> April, Planning and Cemetery Committees held on 9<sup>th</sup> May 2016 (blue papers)
6. To confirm the recommendations of the Finance Committee of 16<sup>th</sup> May 2016
7. To receive reports from the District Councillors (either written or verbal)
8. To receive reports from the County Councillor (either written or verbal)

*Su Field*

Su Field  
Clerk to the Council