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Date: 14 May 2021

Clerk to the Council: Karen Seear

You are summoned to attend the **ANNUAL COUNCIL MEETING**  
of NEWLANDS PARISH COUNCIL as detailed below:

*Karen Seear*  
Clerk to the Council

TIME, DATE AND LOCATION	<b>7.30 pm THURSDAY 20 MAY 2021</b> <b>NEWLANDS COMMUNITY HALL, NEWLANDS AVENUE, WATERLOOVILLE, PO7 3BX</b>
MEMBERS:	Cllrs Olivia Barneveld, Tony Berry, Adam Carden, David Crichton, Andrew Kirby Jason Parry, Lewes Price and Fiona Tingle

## **Procedural**

- 1** Election of Chairman
  - (a) **Invite nominations and elect a Chairman of the Council for the ensuing municipal year 2021/22.**
  - (b) **Receive the Declaration of Acceptance of Office by the Chairman**
- 2** Election of Vice-Chairman  
**Invite nominations and elect a Vice-Chairman of the Council for the ensuing municipal year 2021/22.**
- 3** Structure and membership of Committees and Sub-Committees for the ensuing municipal year (2021/22)
  - (a) **Confirm the Committee Structure or consider and determine any amendments.**
  - (b) **Agree the membership of the main committees.**
  - (c) **Elect a Chairman for each Committee.**
  - (d) **To consider and agree the terms of reference Highways and General purposes.**
- 4** Appointment of Parish Councillors – other duties in 2021/22
  - (a) **To re-appoint or confirm representatives to other organisations**
    - i. West of Waterlooville Forum (2)
    - ii. Hampshire Association of Local Councils (HALC )
    - iii. Southern Parishes of Winchester
    - iv. WACA
- 5** Councillors  
To receive guidance from the Winchester Governance Officer regarding number of Councillors at the Parish Council. **To consider any action.**
- 6** Schedule of Council meetings for 2021/22  
To receive and confirm the schedule of meetings (attached) for the remainder of 2021. **To consider and agree.**
- 7** Apologies: To receive any apologies for absence

## **Parish Matters**

- 8** Public Participation  
The meeting will recess for not more than 15 minutes so as to allow any members of the public to address the meeting.
- 9** County and District Councillors Reports
  - (a) Receive a report and any apologies from the County Councillor

- (b) Receive a report and any apologies from the District Councillors

**10** Communications

- (a) Website: To receive an update on the development of a website for Newlands Parish Council. **To agree any action.**
- (b) Resident Communication: An email was received from Kier Saunders regarding a complaint he wished to make against the Parish Council. The Chairman has written a letter in reply. **To note.**
- (c) Social Media: To consider use of social media. **To consider and determine action.**

**11** Outside Bodies

Southern Parishes: To receive any update from the Chairman from the meeting held on 17<sup>th</sup> May 2021.

**Financial Matters**

**12** Finance

Orders for Payment: **To consider and approve the Orders for Payment** (List 02 previously circulated).

- 13** **Any other report which the Chairman deems urgent or for inclusion on the next agenda – NO DECISIONS can be made.**

**14** Exempt business

To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion of the following personnel or confidential matters where publicity might be prejudicial to the special nature of the business.

There is one matter of exempt business related to employment of the Parish Amenities Warden.