**CHARLTON HORETHORNE PARISH COUNCIL**

**The ANNUAL MEETING of the Council will take place on Monday, 18 May 2015 at 7.30 p.m. in the Village Hall to transact the following business:**

1. To receive any apologies.

2. To elect a Chairman and Vice Chairman, complete declaration of office forms and collect completed Registry of Interest Forms.

3. Public Open Session - to consider any matters raised by members of the public.

4. To approve the minutes of the meeting held on 27 April 2015.

5. To consider matters arising from the minutes:

a. Missing litter bin (bottom of Harvest Lane)

b. Any other matters arising.

6. To nominate lead members of the council who will take primary responsibility for the following core areas of importance:

* Planning Applications
* Neighbourhood Plan
* Communications
* Liaison with District and County Elected Representatives
* Liaison with local organisations, voluntary groups and societies
* Local Council Award Scheme

7. Financial Matters

1. To agree any accounts received: Charlton Horethorne Village Hall (May Hire).
2. To agree any Requests for Grants received.
3. Cheque signatories / Bank Mandate Form
4. SALC Training
5. Any other financial matters.

8. Correspondence

1. from : South Somerset District Council – Area East Bulletin
2. Any other correspondence.

9. Recruitment of Clerk/RFO

10. Planning

1. To report comments made by Parish Council on plans received for consultation:
2. To report any relevant planning decisions made by SSDC
3. Any other correspondence.

11. Items of Report / Future Business

a. Transfer of Speed Indicator Device (SID) Administration from Somerset County Council to Parish/Town Councils.

b. Transparency Code for Parish Councils (with an annual turnover not exceeding £25K – England only)– Requirement for documents to be published online.

12. Date of Next Meeting: *27 July 2015*

13. Public Open Session