

**TATTENHALL & DISTRICT PARISH COUNCIL PARISH COUNCIL
ANNUAL MEETING**

(Date) **9th May 2016**
(Venue) **BARBOUR INSTITUTE**
(Time) **7.45pm**

All meetings of the Council are open to the Press and Public.

All Councillors are duly summoned to attend the Annual Meeting to conduct the business set out below.

Signed: **Jean Dutton**

Clerk to the Council

A G E N D A

1. Apologies for Absence

2. Election of Chairman for the forthcoming year

2.1. To receive the Chairman's Declaration of Acceptance of Office

3. Election of Vice-Chairmen for the forthcoming year

3.1. To receive the Vice-Chairmen's Declarations of Acceptance of Office

4. Adoption of Code of Conduct

To agree that

"the Council adopts the Code of Conduct for Members adopted by Cheshire West and Chester Council on 26 July 2012 and attached at (... *Appendix A*) as the council's code of conduct under section 27(2) and 27(3) of the Localism Act 2011.

5 Standing Orders

To agree the adoption of the Council's Standing Orders

6 Financial arrangements

To agree the:

- 6.1 adoption of Financial Regulations
- 6.2 appointment of the Responsible Financial Officer
- 6.3 appointment of the Internal Auditor
- 6.4 bank account, appointment of signatories
- 6.5 insurance for Council, members and employees
- 6.6 appropriate risk assessments.

7. Consideration of Committees and Housing Officer

Housing Officer

To consider appointments to Committees

Planning Committee

Finance Committee

3rd May 2016