

# SHRIVENHAM PARISH COUNCIL (SPC)

8<sup>th</sup> May 2024 at 7pm

Dear Councillor

You are summoned to attend the Annual meeting of Shrivenham Parish Council to be held in the Vic Day Hall on **Wednesday 8<sup>th</sup> May 2023 at 7 pm**

Yours sincerely  
Julia Evans  
Clerk

2<sup>nd</sup> May 2024

## AGENDA

1. To appoint the Chairman of the Council
2. Chair to sign Declaration of Acceptance of Office
3. To appoint the Vice-Chair of the Council
4. Vice-Chair to sign Declarations of Acceptance of Office
5. To appoint members of the Organisation & Finance Committee (6 members)
6. To appoint members of the Personnel Committee (4 members)
7. To appoint members of the Disciplinary and Grievance Committee (4 members)
8. To appoint members of the Planning Committee (6 members)
9. Review of delegation authority for the Planning Committee
10. To appoint the Chairman of the Council as member with special responsibility for Finance
11. To appoint a member with special responsibility for the Environment
12. To appoint a member with special responsibility for Public Transport
13. To confirm that Mr John Lloyd will continue to act as Defibrillator Guardian
14. To confirm that the Hall Manager will continue to take responsibility for Emergency Planning
15. To appoint a member with special responsibility for Speedwatch and the Neighbourhood Action Group
16. To appoint a member with special responsibility for the Allotments
17. To appoint a member with special responsibility for Climate Emergency
18. To appoint a member with special responsibility for Business Liaison
19. To appoint a member with special responsibility for School Liaison

20. To appoint a member with special responsibility for Social Media
21. To receive the internal audit report for 2023/24
22. To review and approve the Annual Governance Statement
23. To review and approve the Annual Accounting Statement
24. To agree the dates for the Notice of Public Rights
25. To review insurance quote for 2024/25 (if available)
26. To agree Council meeting dates for 2024/25