

SEALAND COMMUNITY COUNCIL

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2nd May 2017

Dear Councillor

First Annual General Meeting of the New Council – Monday 15th May 2017

The Annual General Meeting of Council will be held on Monday 15th May 2017 at the Sealand Primary School **beginning at 6.30pm.**

Can you please let me now if you will not be attending the meeting.

At 6pm District Inspector Andrew Griffiths will be meeting with members of Council.

I will be at the school by 5.30pm should you wish to attend early to sign the required Declaration of Acceptance of Office and Registration of Members Interest form ahead of the meeting.

As you were unopposed I can advise that you will come into office four days after the date of the election (Thursday 4th May 2017) and that before you can act as a Councillor you will have to sign the Declaration of Acceptance of Office in the presence of the Clerk. Enclosed with this letter is a copy of the Declaration of Acceptance of Office to be signed at the meeting of Council on 15th May 2017.

Previously elected councillors were given a copy of the Council's Code of Conduct at a previous Council meeting (as adopted at the meeting of Council held on 21st April 2008 and amended on 17th May 2016). If not I will have a few spare copies with me at the meeting and one for the newly elected member of Council.

It's important that all members of Council should hold a copy of the Council's Standing Orders. These have been given out previously if you haven't retained a copy could you please email me and I will bring you a new copy to the meeting. I will have a copy for the newly elected member of Council.

The venue for the meeting will of course be Sealand Primary School.

The agenda is attached.

Yours sincerely

A handwritten signature in black ink, appearing to read "Peter Richmond". The signature is written in a cursive style with a large initial "P" and "R".

Peter Richmond
Clerk & Financial Officer

SEALAND COMMUNITY COUNCIL
FIRST ANNUAL GENERAL MEETING OF THE NEW COUNCIL -
MONDAY 15th May 2017
AGENDA

1. To Receive Notice of the Meeting.
2. To request members of the public to comment on matters relating to the agenda, or to raise matters for the Council's attention.
3. To Receive the Clerk's report on the signing of the Declaration of Acceptance of Office forms.
4. Declaration of Interest - Members are reminded of their responsibility to declare any personal or personal and prejudicial interest which they have in any item of business on the agenda, no later than when that item is reached and to leave the meeting prior to discussion and voting on the item.
5. To receive apologies for non-attendance.
6. To receive the Chairman's Report including actions taken since the meeting held on 10th April 2017
7. To elect a Chairman for 2017/18
8. To elect a Vice-Chairman for 2017/18.
9. To elect a representative to be a member of Sealand Primary School's Governing Body for the period 2017/21
10. To consider the filling of three Councillor Vacancies by co-option.

Note – the Council has to fill the three vacancies by co-option within 35 days (working days not including Saturdays – Sundays or Bank Holidays) calculated from the election day of 4th May 2017 i.e. by 20th June 2017.
11. To endorse the Minutes of the Meeting of Council held on 10th April 2017.
Copy enclosed.
12. Matters Arising.
13. To receive details of the Council's current overall actual income and expenditure and estimated income and expenditure for the 2017/18 financial year. Copy will be circulated at the meeting.
14. To receive the Clerks report with regard to Access to Information – Members Allowances and Expenses.

15. To receive the Internal Auditor's report for the 2016/17 financial year and the auditor's recommendations.
16. To consider planning applications received from Flintshire County Council.

056827 - Proposed conversion of 2no. dwellings into 7no flats with parking at Yew Tree Farm, Sealand Road, Sealand, Chester, CH1 6BS
17. To consider requests for grant payments
18. To approve accounts for payment.
19. To receive income.
20. To receive correspondence.
21. To receive details of matters requiring attention from Members of Council.
22. To receive details of matters requiring attention from Members of the Public.
23. Date of Next Meeting – Monday 19th June 2017