

Dear Councillor,

I hereby summon you to attend a meeting of the **ANNUAL COUNCIL** on Thursday 23rd May 2024 at 7:30 PM, to be held at Gilbert Room, Twyford Parish Hall, SO21 1QY

Yours sincerely,



Jamie Matthews

Clerk to the Council

1 Apologies for Absence

To receive and approve apologies for absence.

2 Election of Chairman

To elect a Chairman for the municipal year 2024/25

3 Declaration of Office

To receive the Chairman's Declaration of Office

4 Election of Vice-Chairman

To elect a Vice-Chairman for the municipal year 2024/25

5 Election of Vice-Chairman

To receive the Vice- Chairman's Declaration of Office

6 Co-option

To consider the co-option of members to Council

7 Dispensation under Section 33 of the Localism Act 2011

To consider the granting of a dispensation under Section 33 of the Localism Act 2011 to enable members to participate in and vote on an item of business on the agenda where they would otherwise have a disclosable pecuniary interest and to confirm how long this dispensation may have effect.

8 Declarations of Interest on agenda items

To receive and record Declarations of Interest. Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in an item of business on the agenda no later than when the item is reached. Unless dispensation has been granted, members may not participate in any discussion, or vote on, or discharge any function related to any matter in which they have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. Councillors must withdraw from the room when the meeting discusses and votes on the matter.

9 Committee Appointments

To approve appointments to the following Committees:

The Chairman and Vice-Chairman of the Full Council are ex-officio members of all committees of the Council.

- Finance Committee (4 Councillors, quorum of 4)
- Planning Committee (Minimum 4 Councillors, quorum of 4)
- Recreation Committee (6 Councillors, quorum of 4)

- Parish Farm Advisory Committee (Maximum 6, at least one Twyford Parish councillor)

- Hazeley Road Development Advisory Committee (2 Twyford Parish councillor, 2 others)

- Climate Change Advisory Committee (Maximum of 6 with at least 2 Twyford Parish councillors)
- Traffic Solutions Advisory Committee (Minimum 6, maximum 12 of which at least 3 Twyford Parish councillors.)
- The remaining appointees will be made by the committee.)

10 Appointment of Committee Chairmen

To appoint a Chairman to each of the following committees:

- Finance
- Planning
- Recreation

11 Appointment of Advisory Committee Chairmen

To appoint a Chairman to each of the following Advisory Committees:

- Parish Farm
- Hazeley Road Development
- Climate Change
- Traffic Solutions

12 Committee Terms of Reference

To review the Terms of Reference for:

- Finance, Planning and Recreation Committees
- Parish Farm, Climate Change, Traffic Solutions, Hazeley Road Development Advisory Committees

13 Additional Committees

To consider the appointment of any additional committees and their Terms of Reference.

14 Special Responsibilities

To approve member special responsibilities:

- Website
- Newsletter
- Footpaths & Highways
- Flooding

15 Outside Bodies

To approve representatives to the following outside bodies:

- Twyford Nurses Trust
- Patient Participation Group
- Twyford Parish Hall
- Twyford Waterworks Trust
- Winchester Association of Parish & Town Councils

16 Standing Orders

To review the Standing Orders

17 Financial Regulations

To review the Financial Regulations

18 Approval of Minutes of previous meeting

To approve as a correct record and authorise the signing of the minutes of the meeting of Twyford Parish Council held on 25th April 2024

19 Public Representation

Public Representation – Councillors to receive representation, including on agenda items, from members of the public provided they have given notice of their intention to the Clerk no later than 12 noon of the day of the meeting. The maximum time limit allowed per person is 3 minutes and the maximum time designated for this

agenda item is 15 minutes. Questions shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.

20 County Councillor's Report

To receive the County Councillor's report.

21 District Councillors' Report

To receive the District Councillors' report.

22 Committee Minutes

To receive the draft minutes from the Finance Committee meeting and approve recommendations contained therein.

To receive the draft minutes from the Planning Committee meeting and approve recommendations contained therein.

To receive the draft minutes from the Recreation Committee meeting and approve recommendations contained therein.

23 Schedule of Payments

To receive and approve the Schedule of Payments for May 2024.

24 Bank Balances

To receive and note the bank balances as of 30th April 2024.

25 Annual Internal Audit Report and Governance Statement

To receive and approve the signing of the Annual Internal Audit Report and Governance Statement 2023/24

26 Accounting Statements

To receive and approve the signing of the Accounting Statements 2023/24.

27 Conflict of Interests with BDO LLP

To receive and complete the Conflict of Interest form with BDO LLP.

28 Appointment of Internal Auditor

To appoint Fair Account as the Internal Auditor for 2024/25.

29 Grant Applications

To receive and consider a grant application from Twyford St. Mary's School.

This item was deferred from the Full Council meeting in April 2024

30 Correspondence

To receive and consider correspondence in relation to an event at Hunter Park

31 Speedwatch Automatic Cameras

To receive and consider information in relation to Speedwatch camera equipment.

32 Advisory Committee Updates

To receive verbal updates from:

Hazeley Road Development Area Advisory Ctte.

Traffic Solutions Advisory Committee.

Climate Advisory Committee.

