



# Old Windsor Parish Council

John Lee – Clerk to the Council

Jubilee Hub  
St Lukes Road  
Old Windsor  
Berkshire  
SL4 2QL  
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## TO: ALL MEMBERS OF THE COUNCIL

Cllrs C. R. Andrews, P. N. Aubrey, C. M. Beale, M. V. Beer, D. Boresjo, Miss W. Chan, R. F. Coomber,  
Mrs J. K. Dawson, Mrs J. Ellis, P. D. Jacques, Mrs L. C. Jones, Mrs J. Mynott and J. A. Tweedy

DATE: **6<sup>th</sup> May 2016**

Dear Sir/Madam,

You are hereby summoned to attend the **ANNUAL MEETING** of **THE PARISH COUNCIL** to be held in **THE OLD CHAPEL MEETING ROOM, CHURCH ROAD, OLD WINDSOR**, on **WEDNESDAY 11<sup>th</sup> May 2016**, at **7.30P.M.**, when it is proposed to transact the business specified in the following Agenda.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'John Lee', is written in a cursive style.

**JOHN LEE,**

**CLERK TO THE COUNCIL**

## **AGENDA**

- 1. Planning Applications, Payments List, decide on Youth Club expenditure and decide on the use of the Recreation Ground for the Annual Carnival**
- 2. Chairman's Report**
- 3. Clerks Report**
- 4. Lead Member for Finance Report**
- 5. Borough Councillors Report**



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DATE: **6<sup>th</sup> May 2016**

Dear Sir/Madam,

You are hereby summoned to attend the **ANNUAL STATUTORY MEETING** of **THE PARISH COUNCIL** to be held in **THE OLD CHAPEL MEETING ROOM, CHURCH ROAD, OLD WINDSOR**, on **WEDNESDAY 11th MAY 2016**, at **8.30P.M.** or earlier if possible, when it is proposed to transact the business specified in the following Agenda.

Yours faithfully,

**JOHN LEE,**

**CLERK TO THE COUNCIL**

## **AGENDA**

- 1. Apologies and Announcements.**
- 2. To elect a CHAIRMAN of the PARISH COUNCIL for the ensuing year**
- 3. To receive the CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**
- 4. To elect a VICE CHAIRMAN of the PARISH COUNCIL for the ensuing year**
- 5. To consider the TERMS OF REFERENCE, FREQUENCIES and TIMES OF MEETINGS OF THE COUNCIL**
- 6. To approve the ANNUAL AUDIT**
- 7. To approve the updated STANDING ORDERS**

8. To appoint the LEAD MEMBER/DEPUTY LEAD MEMBER for POLICY AND FINANCE under the TERMS OF REFERENCE, FREQUENCIES and TIMES OF MEETINGS previously approved
9. To review the role of and resolve action in respect of the appointment of the Councils Independent Internal Auditor
10. To appoint representatives to other bodies, as required, at this time as set out below:-
 

MEMORIAL HALL MANAGEMENT COMMITTEE	5 Representatives
OLD WINDSOR UNITED CHARITIES	3 Representatives
LOCAL AUTHORITIES AIRCRAFT NOISE COUNCIL (LAANC)	1 Representative
WINDSOR & MAIDENHEAD DISTRICT ASSOCIATION OF LOCAL COUNCILS (DALC)	2 Representatives
BERKSHIRE ASSOCIATION OF LOCAL COUNCILS (BALC)	1 Representative
OLD WINDSOR COMMUNITY INTEREST COMPANY	3 Representatives
MANOR LODGE LIAISON COMMITTEE	2 Representatives
11. To appoint the signatories for the ensuing year

**Subject to approval**

**THE NEXT MEETING OF THE COUNCIL WILL BE  
HELD ON WEDNESDAY 1<sup>st</sup> JUNE 2016**