



Parish Clerk: Patricia Rosthorn, 38 Acresbrook Road, Higham, BB12 9BY
email: clerk@highamparishcouncil.com

9th May 2018

Dear Councillor / Colleague

You are hereby requested to attend the Annual Parish Council Meeting of the Higham with West Close Booth Parish Council to be held at the Village Hall on Tuesday 15th May 2018 commencing at 7.00pm for the purpose of transacting the following business:

AGENDA

1. Apologies
2. Report of Outgoing Chairman
3. Election of Chairman
4. Election of Vice Chairman
5. Election of Responsible Financial Officer
6. To fix the amount of the Chairman's allowance in pursuance of section 15(5) of the Local Government Act 1972
7. To fix the remuneration of the Clerk and RFO in accordance with the National Agreement on pay of the National Joint Council.
8. To appoint members to serve on the undermentioned committees:-
 - a. Finance
9. To appoint members with responsibility for the undermentioned posts:-
 - a. Planning
 - b. Grants
 - c. Risk Assessment
 - d. Lengthsman
 - e. Village Hall
 - f. Playground
 - g. Website
 - h. 'Spout' Newspaper

10. To appoint representatives to serve on the undermentioned bodies:-
 - a. Area Committee
 - b. Safety Committee
11. To fix the times and dates of ordinary meetings of the Council for the ensuing year.
12. To confirm the minutes of the Annual Parish Council Meeting held on 16th May 2017.

Kind regards

P A Rosthorn

Patricia Rosthorn
Clerk to the Council