Ongar
Town Council

Aimi Middlehurst
Town Clerk

QUALITY TOWN COUNCIL

10th May 2012

TO ALL MEMBERS OF THE COUNCIL

You are hereby summoned to the **ANNUAL FULL COUNCIL MEETING** to be held in the **COUNCIL CHAMBER**, **BANSONS, BANSONS WAY, ONGAR** on **THURSDAY 17th May 2012** commencing at **8 pm** for the transaction of business as set out below. Members of the Public and Press are cordially invited to attend.

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A G E N D A

01/12 To elect a Chairman of the Council

02/12 To receive the Chairman's Declaration of Acceptance of Office

03/12 To elect a Vice-Chairman of the Council

04/12 Apologies for absence
Councillors are asked to forward their apologies for not attending the meeting

05/12 Declarations of personal and or prejudicial interest (existence and nature) with regard to items on the agenda. Members of the council are subject to the Local Authorities (Model Code of Conduct) Order 2007 (SI. 2007 / 1159) (The Revised Code) with the additional non mandatory section 12(2).

06/12 Public participation session with respect to items on the agenda previously notified to the Clerk. The Council will hear first from Councillors with prejudicial interest who must leave the room immediately after they have made their representations, answered questions or given evidence. Councillors cannot remain in the room to hear representations of others. After the close of the public participation session, any member having left due to Section 12 (2) may rejoin the Council. When the Council starts to discuss any item on the agenda, where a member has an interest, the member with that interest must have regard to the Code of Conduct and make the necessary disclosure and where appropriate leave the meeting. The maximum time allowed for this item is 15 minutes.

07/12 To agree the amalgamation of the Environment & Open Spaces

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08/12 To appoint members to the following Council Committees:

- **Community Affairs**
- **Environment & Open Spaces**
- **Planning**
- **Finance**
- **Human Resources**

09/12 To appoint Chairmen and Vice Chairmen to the Council Committees
Committee members only to elect

10/12 Ongar Town Forum Liaison
To agree to the proposal for the Town Clerk and Chair of the Council to represent the Town Council at Town Forum meetings

11/12 To appoint representatives to other outside bodies

12/12 To confirm the minutes of the Council meeting held on the 19th April 2012

13/12 Clerk's Report
Items of information not included in the agenda.

14/12 Annual Return for 2011/12
To approve the Annual Return

15/12 Timetable of Meetings 2012/13

- To note the meeting schedule
- To note the protocol for attendance at Council Committee Meetings and Full Council

16/12 Queen Elizabeth II Fields Challenge
To agree to nominate both the Love Lane Recreation Field and the Jubilee Nature Reserve

17/12 Epping Ongar Railway
To agree a response to the letter received 8th May 2012

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