

Epping Upland Parish Council

To: All Members of Epping Upland Parish Council

You are hereby summoned to attend the **Annual Meeting of Epping Upland Parish Council** on **Monday 13 May 2019 at 8.00pm** in Epping Green Chapel for the purpose of transacting the following business:

1 Election of Chairman

To Elect the Chairman of the Council for the ensuing year.

2 Election of Vice Chairman

To Elect a Vice Chairman of the Council for the ensuing year.

3 Apologies and reasons for Absence

To Receive and Accept apologies and reasons for absence.

4 Declarations of Acceptance of Office

To Note the current status of Declarations of Acceptance of Office and Agree any further actions if required.

5 Members' Interests

1 Declarations of Interests

To Receive any Declarations of Interests, existence and nature, referring to items on this agenda. Members of the Council are subject to the Council's Code of Conduct, Localism Act 2011.

2 Register of Interests

To Remind councillors of the requirement to complete a new Register of Interest to be returned to the Clerk for onward transmission to the Monitoring Officer at EFDC.

6 Minutes of Previous Meeting

1 To Agree minutes of the Parish Council Meeting held 18 March, previously circulated

2 To Agree minutes of the ExtraOrdinary Parish Council Meeting held 29 April, previously circulated

7 Committees

1 Committees

To Agree Committees for the ensuing year.

2 Committee Membership

To Appoint Members to Committees.

3 Committee Chairmen and Vice Chairmen

To Appoint a Chairman and Vice Chairman to each Committee.

4 Non Members

To Consider the appointment of non Members to committees, where appropriate.

8 Councillors' Areas of Responsibility

To Agree Councillors' Areas of Responsibility, number of councillors for each area and appointment of councillors to the areas. Previous Areas of Responsibility attached to assist.

9 Appointments to Outside Bodies

To Consider appointments to:

Local Councils' Liaison Committee (district wide) and Epping Forest Essex Association of Local Councils branch – 2 and the Clerk

Standards Committee (joint with EFDC and some Parish and Town Councils) - 1

Epping & Theydon Garnon Joint Charities, Trustee for 4 year term - 1

10 Appointment of Internal Auditor

To Appoint the Internal Auditor for the year 2019/2020; Mrs Yvonne Morton is willing to

continue.

11 Dates of meetings for 2019/2020

1 Council and Parish Meeting

To Agree dates of Council meetings and Parish Meeting for the ensuing year. Proposed Dates:

- Monday 15 July 2019
- Monday 16 September 2019
- Monday 18 November 2019
- Monday 20 January 2020
- Monday 16 March 2020
- Monday 18 May 2020 (Annual Meeting)
- Monday 27 April 2020 (Parish Meeting)

2 Committees

To Review and Agree arrangements for dates of committee meetings for the ensuing year.



Signed

Val Evans

Clerk to the Council

7 May 2019

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Agenda Item 8 – information for assistance

Area of Responsibility	Requirement
Allotments and Millennium Garden	Generally oversee the facility Ensure maintenance of the water troughs particularly over the winter season
Broadband	Generally oversee any activity Attend related meetings
Burial Ground	Generally oversee the facility
Community Safety Liaison	Generally oversee any activity Attend related meetings
Emergency Planning/ Civil Contingency	Update the Emergency Plan Attend related meetings
Footpaths, Open Spaces and Village Green	Generally oversee the facilities Report faults to ECC on Footpaths and monitor Attend related meetings
Highways	Report faults to ECC on Highways and monitor Attend related meetings
Passenger Transport	Attend ECC Passenger Transport meetings