

**OCKLEY PARISH COUNCIL**  
**61 Heath Way, Horsham RH12 5XF**  
**01403-254111**

2 May 2019

Dear Sir/Madam

I hereby give you notice that the Annual Meeting of the above named Parish Council will be held at Ockley Village Hall on Monday 13 May 2019 after the Annual Assembly. All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder.

Signed: *Lesley Fletcher*

Clerk

To:

**Business to be done**

Apologies / Declarations of interest

1. Election of Chairman and Vice Chairman
2. Matters arising from Parish Council elections:
  - a) Declaration of Acceptance of Office (to be signed before meeting)
  - b) Register of Interests
  - c) Code of Conduct
  - d) Training
3. Election of members of Admin/Planning Committee (3 parish councillors with clerk in attendance) and formal appointments to outside bodies - Surrey ALC
4. Minutes of last meeting
5. Matters arising
6. Correspondence
7. Planning matters
8. Community Led Housing
9. Finance:
  - a) payment of accounts
  - b) internal audit report
  - c) approval of accounts year end 31 March 2019  
arrangements re. external audit:  
completion of AGAR 2018/19 Part 2
    - i) approve Annual Governance Statement (Section 1)
    - ii) approve Accounting Statements (Section 2)
  - d) appointment further two cheque signatories
10. Improvements in the village:
  - a) play area
  - b) traffic issues on A29 / Speedwatch
11. GDPR
12. Policies / Clerk contract
13. Any other business - date of next meeting Monday 1 July 2019