



# Windle Parish Council

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MY REF: LJK/SAH

YOUR REF:

DATE: 12<sup>th</sup> March 2007

PRIVATE TELEPHONE No.: (01744) 26528

## Annual Parish Meeting (or Assembly)

The Annual Meeting is to be held at the Eccleston Village Hall, Kiln Lane, Eccleston on Tuesday, 20 March 2007 commencing at 7.00 pm.

This meeting is required by Section 14 of Part III of the Local Government Act 1972 to be held between 1 March and 1 June in every year and affords the opportunity for discussion of all parish affairs and to pass resolutions about them. (See overleaf extract from NALC publication.)

A cordial invitation to attend is extended to all residents.

Yours faithfully

Mrs. K.S. Barton  
Chairman of the Parish Council

Distribution: Parish Councillors, Ward Councillors,  
Residents Generally, St. Helens Star,  
St. Helens Reporter, St Helens Council – Committee & Members Services  
Eccleston Library, Police,

## AGENDA

1. Chairman to Open the Meeting
2. Apologies
3. Minutes of Annual Parish Meeting held on 21 March 2006
4. Chairman's Report
5. Financial Statement
6. Reports: (a) Parochial Charities; (b) School Governors;  
(c) District Councillors; (d) LAPTC. (e) Voluntary Organisations
7. Public Comment

## PART IV

### DRAFT STANDING ORDERS FOR PARISH AND COMMUNITY MEETINGS

*Separate Parish Councils may make Standing Orders for parish meetings, but in a community or, a parish with no separate council, the meeting may make them itself.*

*Some councils make a practice of circulating agenda and accounts to electors before the meeting.*

*Notice of meeting must be given by affixing notices in some conspicuous place in the parish or community and in any other manner thought desirable, e.g., by public proclamation, press advertisement, or canvass.*

*A parish or community meeting may discuss parish or community affairs and pass resolutions thereon.*

#### PARISH WITH A SEPARATE COUNCIL

##### *All Meetings*

1. Proceedings shall not begin before 6 p.m.
2. The Chairman of the Council shall preside.
3. If the Chairman is absent the Vice-Chairman shall preside.
4. If the Chairman and Vice-Chairman are absent the meeting shall appoint a chairman before it proceeds to any other business.
5. The Clerk shall record the proceedings of [parish] [community] meetings.
6. If the Clerk is absent the person presiding at the meeting may record the proceedings or may appoint another to do so.
7. As soon as the chair has been filled and provision made for recording the proceedings the minutes of the previous meeting shall be read, considered and if correct signed by the person presiding at the meeting.

##### *Annual Assembly*

8. After minutes have been signed the order of business at the Annual Assembly shall be as follows:—

- (1) To receive the Annual Report of the Parish Council.
- (2) To receive a statement of the Parish Council's accounts for the year ended the previous 31st March.
- (3) To receive the Council's observations on its finances for the current year.
- (4) To receive the accounts of the parochial charities, together

with the comments of the trustees and the parish council thereon.

- (5) To receive the Annual Report of the persons appointed by the Council to be governors of schools.
- (6) To receive the observations of the County Councillor and of the District Councillors for the division in which the parish is situated.
- (7) To receive the Report of the delegates to the County Association of Parish Councils.
- (8) To receive statements and reports from representatives of the following voluntary organisations in the parish:—

- (9) To consider resolutions of which written notice has been given.
- (10) To deal with any other business.

##### *Other Meetings*

9. After the Minutes have been signed, the only business at other parish meetings shall be as follows:—

To consider the resolutions of which written notice have been given in order of date.