

**You are hereby summoned to attend the  
Annual Berryfields Parish Council meeting, to be held in  
The School Hall, Berryfields C of E Primary School, John  
Fitzjohn Avenue, HP18 0PS on Wednesday 17<sup>th</sup> May 2016  
commencing immediately after the Annual Parish  
Meeting starting at 7.30pm for the purpose of transacting  
the following business**

*Sue Severn,*  
Clerk to the Council 10<sup>th</sup> May 2017

**AGENDA**

1. **To elect the Chairman** of the Council and to receive the Chairman's Declaration of Acceptance of Office.
2. **To elect the Vice Chairman** and to receive the Vice Chairman's Declaration of Acceptance of Office.
3. **To receive apologies for absence.**
4. **To receive any declarations of interest** from Members.
5. **Minutes** To confirm the minutes of the PC meeting held on 19<sup>th</sup> April 2017 and report on any matters arising.

6. **To review and agree the following Parish Council policies**  
Financial Regulations.  
Standing Orders (including Risk Assessment)  
Asset Register  
Communications Policy  
Publication Scheme  
Risk Assessment
7. To appoint internal auditor for 2017/18.
8. Review the Council's insurance policy.
9. **Police report and Neighbourhood Policing.**  
Receive report from neighbourhood policing team (if any).
10. **Public participation** (under adjournment). *This session will last for a maximum of 15 minutes, members of the public may indicate that they wish to speak during debate by raising their hand. The Chairman will recognise them at his/her discretion, but it is requested that comments are brief, relevant and are not repetitive.*
10. **Planning** To discuss any planning matters and any notified after publication of this Agenda.

**17/01457/APP 17 Mendip Street, Aylesbury, HP18 0ZL**

Single storey rear extension and conversion of part of existing garage

Full details: <https://publicaccess.aylesburyvaledc.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=OONH5HCLG7400&prevPage=inTray>

## 11. Land & facilities

Clerk's Report circulated to Councillors:

- Roman Park/Village Hall project.
- Play area & land inspections to report: Any issues and action taken/required.
- Lighting proposal for Berryfields Green.

## 12. Finance

- To approve the payment run as circulated and ratify any payments made outside of the Parish Council meeting (if any).
- To approve the Accounts to end April 2017.
- To appoint internal auditor to Berryfields Parish Council 2017/18.
- To confirm internal audit completion.
- To confirm dates for Exercise of Electors' Rights 19<sup>th</sup> June to 28<sup>th</sup> July 2017 inclusive.

## 13. Berryfields News & Communication

Next edition – call for articles

Social media marketing plan & progress.

## 14. Meetings

To report on meetings attended and any matters of report.

### Parish Council Meeting dates 2017 / 18

21 <sup>st</sup> June	17 <sup>th</sup> January 2018
15 <sup>th</sup> July	21 <sup>st</sup> February 2018
20 <sup>th</sup> September	21 <sup>st</sup> March 2018
18 <sup>th</sup> October	
15 <sup>th</sup> November	