

DATE: 5<sup>th</sup> May 2011

TO: **ALL MEMBERS OF THE COUNCIL.**

Dear Sir/Madam

You are hereby summoned to attend the **ANNUAL STATUTORY MEETING** of **THE PARISH COUNCIL** to be held in **THE OLD CHAPEL MEETING ROOM, CHURCH ROAD, OLD WINDSOR**, on **WEDNESDAY 11<sup>th</sup> MAY 2011**, at **7,30 P.M.**, when it is proposed to transact the business specified in the following Agenda.

Yours faithfully,

**GRAHAM J. LEAVER,**  
**CLERK TO THE COUNCIL**

### **A G E N D A**

1. Apologies and Announcements.
2. To elect a CHAIRMAN of the PARISH COUNCIL for the ensuing year.
3. To receive the CHAIRMAN'S DECLARATION of ACCEPTANCE OF OFFICE.
4. To elect a VICE-CHAIRMAN of the PARISH COUNCIL for the ensuing year.
5. To consider the TERMS OF REFERENCE, FREQUENCIES and TIMES of MEETINGS of the COUNCIL.
6. To appoint the following LEAD MEMBERS and DEPUTIES under the TERMS OF REFERENCE, FREQUENCIES and TIMES of MEETINGS, PREVIOUSLY APPROVED.
  - a) Policy and Resources.
  - b) Planning.
  - c) Environment.
  - d) Emergency Action.
7. To review the role of and resolve action in respect of the appointment of the Councils Independent Internal Auditor

**P.T.O.**

8. To appoint REPRESENTATIVES to OTHER BODIES, as required, at this time, as set out below:-

MEMORIAL HALL MANAGEMENT COMMITTEE	- 5 Representatives.
OLD WINDSOR UNITED CHARITIES	- 3 Representatives.
OLD WINDSOR YOUTH CLUB	- 1 Representative.
LOCAL AUTHORITIES AIRCRAFT NOISE COUNCIL	- 1 Representative.
WINDSOR & MAIDENHEAD DISTRICT ASSOCIATION OF LOCAL COUNCILS	- 2 Representatives.
BERKSHIRE ASSOCIATION OF LOCAL COUNCILS	- 1 Representative.
CAMPAIGN TO PROTECT RURAL ENGLAND	- 1 Representative.
OLD WINDSOR DAY CENTRE	- 1 Representative.
OLD WINDSOR INTERSETS COMPANY	- 3 Representatives.
MANOR LODGE LIAISON COMMITTEE	- 2 Representatives.

**\* A list of current representatives is attached.**

9. To approve the Programme of Meetings for the 2011/2012 Municipal Year.

**\* Please note draft schedule of meetings previously circulated to all members.**

**THE NEXT COUNCIL MEETING WILL BE  
HELD ON 25<sup>TH</sup> MAY 2011**