13 May 2019

**To all members of the Management Committee**

You are hereby summoned to attend the Management Committee Meeting of Stantonbury Parish Council being held on **Wednesday 22nd May 2019** at **7.00 pm** at Stantonbury Parish Office, 126 Kingsfold, Bradville, for the purpose of transacting the business as set out below.

**D Wright**

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Chairman-Management Committee

**Committee Members:**

Cllr David Wright-Chairman

Cllr Graham Davison

Cllr Linda Morgan

Cllr Sandra Kennedy

Cllr Sara Agintas

Cllr Peter Kirkham

**AGENDA**

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|  | **15-minute session for members of the public to speak**.  No members were present. |
|  | **Present:** |
| M/01/19 | **Apologies:** |
| M/02/19 | **Elect a Chairman of the Management Committee**  Committee to nominate and elect who they would like as the Chairman of the Management Committee for 2019/2020 by show of hands. |
| M/03/19 | **Declarations of Interest:** |
| M/04/19 | **Minutes:** To agree and sign the Minutes of the Management Committee Meeting held on **Wednesday 10 April 2019**. |
| M/05/19 | **Office Manager Updates**  Chairman to issue a written update to the Management Committee. |
| M/06/19  a)  b)  c) | **Working Groups**  Chairman to ask for 2019/2020 Working Group 1 and 2 Membership volunteers.  Chairman to ask for a volunteer to lead 2019/2020 Working Group 1.  Chairman to ask for a volunteer to lead 2019/2020 Working Group 2. |
| M/07/19 | **Policy Control**  Chairman to present to the Management Committee a flow chart detailing how policies are to be dealt with. |
| M/08/19  a)  b)  c) | **Policies**  Management Committee to review the following sections of the Procurement Documents:  Procurement Procedure  Tender Review Document  Procurement Specification Document |
| M/09/19 | **Next Management Meeting Date**  Management Committee to discuss and agree the date and time to hold the next Management Committee Meeting. The suggested date and time are **Wednesday 12 June 2019** at **7.00pm** |
| M/10/19 | **Agree to hold a confidential Part 2 of the meeting at which press and the public will be excluded under the Public Bodies (Admission to Meetings) Act 1960 section (2).** |
| M/11/19 | **Confidential**  Consideration of matters related to the following confidential matters: |

The next meeting of Stantonbury Parish Management Committee

will be held at the Parish Office, 126 Kingsfold, Bradville**.**