



# Old Windsor Parish Council

John Lee – Clerk to the Council

Jubilee Hub  
St Lukes Road  
Old Windsor  
Berkshire  
SL4 2QL

Tel: 01753 868842

Email: [clerk@owpc.co.uk](mailto:clerk@owpc.co.uk)

**TO: ALL MEMBERS OF THE COUNCIL**

Cllrs J. K. Dawson, M. V. Beer, M. P. Bennett, J. Bhabra, J. A. Blackmore, D. Boresjo, W. Chan, J. Grove,  
P. D. Jacques, L. C. Jones, N. J. Knowles and J. Mynott

**DATE: 2nd May 2024**

Dear Sir/Madam,

You are hereby summoned to attend the **ANNUAL STATUTORY MEETINGS** of **THE PARISH COUNCIL** to be held at **THE PARISH MEETING ROOM, CHURCH ROAD, OLD WINDSOR, WEDNESDAY 8<sup>th</sup> MAY 2024**, starting at **7.30.PM.** when it is proposed to transact the business specified in the following Agenda.

Yours faithfully,

**JOHN LEE,  
CLERK TO THE COUNCIL**

## **ANNUAL PARISH MEETING**

**An opportunity for the residents to meet the council and discuss any issues they have.**

**Followed by**

## **ANNUAL COUNCIL MEETING AGENDA**

- 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 LEAD MEMBER/DEPUTY LEAD MEMBER for POLICY AND FINANCE under the TERMS OF REFERENCE, FREQUENCIES and TIMES OF MEETINGS previously approved**
- 7. To review the role of and resolve action in respect of the appointment of the Councils Independent Internal Auditor**

**8. To appoint representatives to other bodies, as required, at this time as set out below:-**

<b>MEMORIAL HALL MANAGEMENT COMMITTEE</b>		<b>5 Representatives</b>
<b>OLD WINDSOR UNITED CHARITIES</b>		<b>3 Representatives</b>
<b>WINDSOR &amp; MAIDENHEAD DISTRICT ASSOCIATION</b>		
<b>OF LOCAL COUNCILS</b>	<b>(DALC)</b>	<b>2 Representatives</b>
<b>BERKSHIRE ASSOCIATION OF LOCAL COUNCILS</b>	<b>(BALC)</b>	<b>1 Representative</b>

**9. To appoint the signatories for the ensuing year**

**10. Public Question Time**

**11. Model Code of Conduct**

To receive any Declarations of interest from members in relation to matters on this agenda

**12. Minutes from the meeting held on Wednesday 10<sup>th</sup> April 2024**

**13. Matters arising from the above decisions**

**14. Policy & Finance**

- Lead Councillor's Report
- Payments List
- Councillors Questions

**15. Estates & Environment**

- Councillors' Questions

**16. Planning (To be taken earlier in the meeting if members of the public present wish to make representations)**

- To consider those applications listed on the attached planning addendum
- Planning Decisions as listed on the attached planning addendum
- Councillors' Questions

**17. Update on current business/Chairman's Report/Clerks Report**

**Chairman's Items, to discuss future Agenda items, General Information**

**a) Clerks Items, General Information**

**18. Borough Councillors' Reports and OWPC Representatives on Other Bodies**

**19. Councillors' Questions and Comments**

**THE NEXT MEETING OF THE COUNCIL WILL BE HELD  
ON WEDNESDAY 5<sup>th</sup> JUNE 2024 (subject to agreement)**