

**OCKLEY PARISH COUNCIL**  
**61 Heath Way, Horsham RH12 5XF**  
**01403-254111**

20 April 2017

Dear Sir/Madam

I hereby give you notice that the Annual Meeting of the above named Parish Council will be held at Ockley Village Hall on Monday 8 May 2017 after the Annual Assembly.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder.

Signed: *Lesley Fletcher*  
Clerk

To:

**Business to be done**

Apologies / Declarations of interest

1. Election of Chairman and Vice Chairman
2. Election of members of Admin/Planning Committee  
(3 parish councillors with clerk in attendance) and formal appointments to outside bodies - Surrey ALC
3. Minutes of last meetings
4. Matters arising
5. Scott-Broadwood School
6. Correspondence
7. Planning matters
8. Neighbourhood Development Plan
  - a) car park at the station
  - b) housing in the village
9. Finance
  - a) payment of accounts
  - b) internal audit report
  - c) approval of accounts year end 31 March 2017  
arrangements for audit of above accounts:  
complete Annual Return
10. Improvements in the village:  
update on footpath on the Green and play area
11. Policies / Standing Orders
12. Any other business