

Hemswell Cliff Parish Council

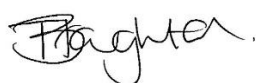
3rd May 2018

Dear Councillor,

Annual Meeting of the Parish Council

Notice is hereby given that the Annual Meeting of Hemswell Cliff Parish Council is to be held on **Monday 14 May 2018, commencing following the completion of the Annual Parish meeting, in the Room of Requirement, at Hemswell Cliff Primary School.**

The agenda for the meeting is set out below.



Tracey Broughton

Clerk to Hemswell Cliff Parish Council

Agenda

Agenda Number	Item
1	Election for the Chair of the Parish Council The Parish Council will elect through a simple majority the Chair of the Parish Council for the 2018-2019 municipal year.
2	Election for the Vice-Chair of the Parish Council The Parish Council will elect through a simple majority the Vice-Chair of the Parish Council for the 2018-2019 municipal year.
3	Apologies To receive and accept any apologies.
4	Declarations of interest <i>To receive any declarations of interest in accordance with the requirements of the Localism Act 2011, and to consider any applications for dispensations in relation to disclosable pecuniary interests.</i>
4	Minutes of the Ordinary Meeting held on Monday 9 April 2018 Council to consider approving the minutes as a true and proper record.
5	Review of arrangements including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities There are currently no charters with other local authorities.

6	<p>Review of representation on or work with external bodies and arrangements for reporting back</p> <p>The Council is represented by the Clerk and councillors at the regular Hemswell Cliff Partnership Meetings.</p> <p>The Parish Council has one working arrangement with an external body, Hemswell Cliff Veterans Association, to lead the planning and management of RAF Hemswell Day.</p>
7	<p>Review and confirmation of arrangements for insurance cover in respect of all insured risks</p> <p>Council to review and consider the current insurance arrangement of the Parish Council.</p>
8	<p>Review of the Council's and the Clerk's memberships of other bodies</p> <p>The Parish Council is currently a member of the Lincolnshire Association of Local Council's (LALC). Council is also a member of LALC's training scheme. Membership of both runs from April 2018 to April 2019.</p>
9	<p>Review of delegation arrangements</p> <p>The Council is to consider the delegated arrangements outlined in broad terms in the Scheme of Delegation. The Council's Scheme of Delegation can be downloaded from: http://www.hemswellcliffparishcouncil.org.uk/your_council</p> <p>Council also to consider the delegated arrangement for the maintenance of the Ball Park</p> <p>"Spend up to £50 of the Ball Park Maintenance budget on purchasing consumables to ensure the maintenance and upkeep of the Ball Park site.</p> <p>"That no more than £50 (cumulative value) shall be spent before 31 March 2018. The amount will be reviewed at the time the 2018/19 budget is set in January 2018 and the arrangement formally reviewed at the next Annual Meeting in May 2018 and all other Annual Meetings thereafter.</p> <p>"Before any purchase is made the Clerk must notify two parish councillors. Payments will be made electronically. All receipts will be presented to the next meeting of Council and the amount spent will be included on the agenda as an item for noting."</p> <p>Council to further consider the delegated arrangements in relation to the Ball Park Committee and the Neighbourhood Plan Committee and review the membership of both Committees for the 2018/19 municipal year as follows:</p>

	<p>Ball Park Committee Members 2018/19</p> <ul style="list-style-type: none"> • Cllr Graham Prestwood • Cllr Vicki Kirman • Angie Waplinton • Paul Donaldson • Haley Donaldson • Anne Lewis <p>Neighbourhood Plan Committee Members 2018/19</p> <ul style="list-style-type: none"> • Cllr Will Hann • Cllr Vicki Kirman • Bethan Clayton • Ruth Smiles • Mark Hurd • Connie Hurd <p>Council to note that both committees at their first meeting in the 2018/19 municipal year will need to elect a Chairman, Vice-Chairman (optional) and establish a timetable of meetings.</p> <p>The Terms of Reference for both committees can be downloaded from: http://www.hemswellcliffparishcouncil.org.uk/policies</p>
10	<p>Review and of Standing Orders and Financial Regulations Council to review its Standing Orders and Financial Regulations.</p> <p>A PDF version of both documents can be downloaded: http://www.hemswellcliffparishcouncil.org.uk/policies</p>
11	<p>Review of inventory of land and assets Council to review and consider noting the list of land and assets of the Parish Council - Appendix A.</p>
12	<p>Review of the Council's Complaints Procedure Council to review and consider the Complaints Procedure.</p> <p>The Council's Complaints Procedure can be downloaded from: http://www.hemswellcliffparishcouncil.org.uk/policies</p>
13	<p>Review of the Council's Procedures for Handling Requests Made Under the Freedom of Information Act 2000 and the Data Protection Act 1998 Council to review and consider the Freedom of Information Act 2000 and the Data Protection Act 1998 and the publication scheme.</p> <p>Both documents can be downloaded from: http://www.hemswellcliffparishcouncil.org.uk/freedom_of_information</p>
14	<p>Review of Existing Council Policies and Procedures</p>

	<p>Council to review the following policies and procedures:</p> <ul style="list-style-type: none"> • Press and Media Policy • Social Media Policy • Planning Policy • Code of Conduct • Disciplinary and Grievance • Equal Opportunities • Data Protection • Health and Safety • Records Management • Risk Management • Green Space • Ball Park • Planning • Risk Assessment • Sickness • Small Grants Application • GDPR Polices previously circulated <p>All the Council's policies, procedures and regulations can be downloaded from: http://www.hemswellcliffparishcouncil.org.uk/policies</p>
15	<p>Establishing Council Policies and Procedures</p> <p>Council to consider establishing the following policies and procedures:</p> <ul style="list-style-type: none"> • Parish Council Action Plan – appendix B. • Risk Management – appendix C
16	<p>Review of the Clerk's Salary and Working Arrangements</p> <p>Council is to consider the Clerk's salary and arrangements for the annual appraisal.</p> <p>Council to note that the Written Contract of Employment requires the Council to consider the Clerk's salary annually and to organise an appraisal.</p> <p>The current National Salary Award for 2016-2018 can be found at appendix D.</p>
17	<p>Christmas Tree</p>
18	<p>Finances</p> <p>A) Payments for approval</p> <p>Council to consider the following payments for approval:</p> <ol style="list-style-type: none"> 1) West Lindsey District Council Cont to CCTV £416.67 2) Total Accounting £48 Incl End of year Payroll

	<p>3) MKS Grounds Maint £252 4) Grafton Merchanting GB £327.32</p> <p>Council to note that the following payments were made between the last meeting of Council and this one for contractual or legal reasons, or made through delegated powers:</p> <p>1) Mrs T Broughton Clerk Pay £221.18 2) HMRC £55.20</p>
19	Kerbline quotation received from MKS
20	Straw on the Roads
21	<p>Review of Councillor and Staff Training Needs Council to consider the training needs of councillors and staff in the 2018/19 municipal year – appendix E.</p>
22	<p>Dates, Times and Locations of Council meetings 2018/19 .</p> <p>Council to consider the following provisional dates for Ordinary Meetings in 2018-2019 municipal year: Appendix F</p> <p>All the meetings above are expected to start at 7:30pm and take place in the room of requirement at Hemswell Cliff Primary School.</p> <p>The next Annual Meeting of the Parish Council will be provisional set for Monday 14th May 2019, at 7pm, in the room of requirement at Hemswell Cliff Primary School.</p>