

# Hemswell Cliff Parish Council

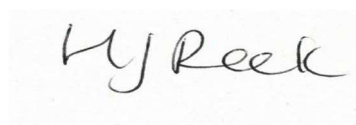
7 May 2019

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 13 May 2019**, commencing at **7.30pm**, in the **Room of Requirement**, at **Hemswell Cliff Primary School**.

The agenda for the meeting is set out below.



Helen Reek

Clerk to Hemswell Cliff Parish Council

## Agenda

Agenda Number	Item
1	<b>Election for the Chair of the Parish Council</b> The Parish Council will elect through a simple majority the Chair of the Parish Council for the 2019/20 municipal year.
2	<b>Election for the Vice-Chair of the Parish Council</b> The Parish Council will elect through a simple majority the Vice-Chair of the Parish Council for the 2019/20 municipal year.
3	<b>Apologies</b> To receive and accept any apologies.
4	<b>Declarations of interest</b> 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.
5	<b>Minutes of the Ordinary Meeting held on Monday 1 April 2019</b> Council to consider approving the minutes as a true and proper record.
6	<b>Minutes of the Annual Parish Meeting held on Monday 29 April 2019</b> To note the contents of the minutes of the Annual Parish Meeting.
7	<b>Review of arrangements including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities</b>

	There are currently no charters with other local authorities.
8	<p><b>Review of representation on or work with external bodies and arrangements for reporting back</b></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>
9	<p><b>Review and confirmation of arrangements for insurance cover in respect of all insured risks</b></p> <p>Council to review and consider the current insurance arrangement of the Parish Council.</p>
10	<p><b>Review of the Council's and the Clerk's memberships of other bodies</b></p> <p>The Parish Council is currently a member of the Lincolnshire Association of Local Councils (LALC). Council is also a member of LALC's training scheme. Membership of both runs from April 2019 to April 2020.</p>
11	<p><b>Review of delegation arrangements</b></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:  <a href="http://www.hemswellcliffparishcouncil.org.uk/your_council">http://www.hemswellcliffparishcouncil.org.uk/your_council</a></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 2020. The amount will be reviewed at the time the 2020/21 budget is set in January 2019 and the arrangement formally reviewed at the next Annual Meeting in May 2020 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, Neighbourhood Plan and Personnel Committees and review</p>

	<p>the membership of both Committees for the 2019/20 municipal year as follows:</p> <p><b>Ball Park Committee Members 2019/20</b></p> <ul style="list-style-type: none"> <li>• Cllr Graham Prestwood</li> <li>• Cllr Vicki Kirman</li> <li>• Angie Waplington</li> <li>• Paul Donaldson</li> <li>• Haley Donaldson</li> <li>• Anne Lewis</li> </ul> <p><b>Neighbourhood Plan Committee Members 2019/20</b></p> <ul style="list-style-type: none"> <li>• Cllr Will Hann</li> <li>• Cllr Vicki Kirman</li> <li>• Ruth Smiles</li> <li>• Mark Hurd</li> <li>• Connie Hurd</li> <li>• Kay Elliot</li> </ul> <p><b>Personnel Committee</b></p> <ul style="list-style-type: none"> <li>• Cllr Graham Prestwood</li> <li>• Cllr Alan Shaw</li> <li>• Cllr Vicki Kirman</li> </ul> <p>Council to note that both committees at their first meeting in the 2019/20 municipal year will need to elect a Chairman, Vice-Chairman (optional) and establish a timetable of meetings.</p> <p>The Terms of Reference for all three committees can be downloaded from: <a href="http://www.hemswellcliffparishcouncil.org.uk/policies">http://www.hemswellcliffparishcouncil.org.uk/policies</a></p>
12	<p><b>Review and of Standing Orders and Financial Regulations</b></p> <p>Council to review its Standing Orders and Financial Regulations.</p> <p>A PDF version of both documents can be downloaded:  <a href="http://www.hemswellcliffparishcouncil.org.uk/policies">http://www.hemswellcliffparishcouncil.org.uk/policies</a></p>
13	<p><b>Review of inventory of land and assets</b></p> <p>Council to review and consider noting the list of land and assets of the Parish Council - Appendix A.</p>
14	<p><b>Review of the Council's Complaints Procedure</b></p> <p>Council to review and consider the Complaints Procedure.</p> <p>The Council's Complaints Procedure can be downloaded from:  <a href="http://www.hemswellcliffparishcouncil.org.uk/policies">http://www.hemswellcliffparishcouncil.org.uk/policies</a></p>

15	<p><b>Review of the Council's Procedures for Handling Requests Made Under the Freedom of Information Act 2000 and the Data Protection Act 1998</b></p> <p>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:  <a href="http://www.hemswellcliffparishcouncil.org.uk/freedom_of_information">http://www.hemswellcliffparishcouncil.org.uk/freedom_of_information</a></p>
16	<p><b>Review of Existing Council Policies and Procedures</b></p> <p>Council to review the following policies and procedures:</p> <ul style="list-style-type: none"> <li>• Press and Media Policy</li> <li>• Social Media Policy</li> <li>• Planning Policy</li> <li>• Code of Conduct</li> <li>• Disciplinary and Grievance</li> <li>• Equal Opportunities</li> <li>• Data Protection</li> <li>• Health and Safety</li> <li>• Records Management</li> <li>• Risk Management</li> <li>• Green Space</li> <li>• Ball Park</li> <li>• Planning</li> <li>• Risk Management</li> <li>• Sickness</li> <li>• Small Grants Application</li> <li>• GDPR Policies</li> </ul> <p>All the Council's policies, procedures and regulations can be downloaded from: <a href="http://www.hemswellcliffparishcouncil.org.uk/policies">http://www.hemswellcliffparishcouncil.org.uk/policies</a></p>
17	<p><b>Establishing Council Policies and Procedures</b></p> <p>Council to consider establishing the following policies and procedures:</p> <ul style="list-style-type: none"> <li>• Parish Council Action Plan – Appendix B.</li> <li>• Lone/Homeworking Policy – Appendix C</li> </ul>
18	<p><b>Review of the Clerk's Salary and Working Arrangements</b></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 2019/20 can be found at Appendix D.</p>

18	<p><b>Allotments</b></p> <p>To consider the next steps with regards to allotments and whether to establish an Allotments Committee.</p>
19	<p><b>Finances</b></p> <p><b>A) Payments for approval</b></p> <p>Council to consider the following payments for approval:</p> <ol style="list-style-type: none"> <li>1) Total Accounting £12.00 April (including VAT) payroll</li> <li>2) Pelican Trust Printing - £58.00</li> <li>3) Society of Local Clerks - £350 for Clerk training</li> <li>4) G Prestwood £7.16 1&amp;1 Internet</li> </ol> <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> <ol style="list-style-type: none"> <li>1) H Reek Clerk Pay April £289.22</li> <li>2) HMRC April £72.20</li> <li>3) Glendale Managed Services Grounds Maintenance £155.08 (plus VAT)</li> </ol> <p><b>B) Bank Balances and accounts reconciliation</b></p> <p>To consider the budget position and bank reconciliation for period 1 of 2019/20 (April).</p>
20	<p><b>Grant Application</b></p> <p>To consider a grant application from Positive Futures.</p>
21	<p><b>Straw on the Roads</b></p> <p>To monitor the situation.</p>
22	<p><b>RAF Hemswell Day</b></p> <p>To consider progress organising the 2019 RAF Hemswell Day.</p>
23	<p><b>Review of Councillor and Staff Training Needs</b></p> <p>Council to consider the training needs of councillors and staff in the 2019/20 municipal year – Appendix E.</p>
24	<p><b>Dates, Times and Locations of Council meetings 2019/20</b></p> <p>Council to confirm the following dates for Ordinary Meetings in the 2019/20 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 provisionally set</p>

	<p>for Monday 27 April 2020 in the Main Hall, Hemswell Cliff Primary School.</p> <p>The next Annual Meeting of the Parish Council will be provisionally set for Monday 11 May 2020.</p>
--	---