

# Hemswell Cliff Parish Council


4 May 2015

Dear Councillor,

## Ordinary Meeting of the Parish Council

You are requested to attend an Ordinary Meeting of Hemswell Cliff Parish Council to be held on **Monday 11 May 2015, commencing on the rising of the Annual Meeting, in the Room of Requirement, at Hemswell Cliff Primary School.**

The agenda for the meeting is set out below.



Tom Clay

Clerk to Hemswell Cliff Parish Council

## Agenda

Agenda Number	Item
1	<b>Apologies</b>
	<b><u>Procedural Items</u></b>
2	<b>Declarations of Interest</b> <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>
3	<b>Public Questions</b> <i>The period of time which is designated for public participation shall not exceed 20 minutes. Each member of the public may only speak once and for no longer than three minutes.</i>
4	<b>Ball Park Sub-committee update</b> <i>For information only. Any items raised for decision will appear on the agenda for the next meeting.</i>
	<b><u>Business Items - motions requiring written notice</u></b>
5	<b>Finances</b> <b>A) Payments for approval</b> Council to consider the following payments for approval: <ul style="list-style-type: none"> <li>• £252.90 – Clerk's pay April 2015</li> </ul>

	<ul style="list-style-type: none"> <li>• £63 - HMRC</li> <li>• £11.74 - Tom Clay for postage and paying for April payroll</li> </ul>
<b>6</b>	<p><b>Annual Audit Return</b> Council to consider approval of the Annual Audit Return for the year ending 31 March 2015 complied by the Clerk. The full Annual Audit Return 2014-2015 can be found at appendix A.</p> <p>The deadline for sending the return to the auditor is 26 June 2015, however, 20 working days notice must be allowed for inspection.</p> <p>It is recommended that Council review the Annual Audit Return and come to a decision about approving it or not at this meeting.</p>
<b>7</b>	<p><b>Residents' Group Newsletter</b> Council to consider the level of support given to the Residents Group community newsletter.</p> <p>At the last meeting Council asked for this item to be deferred and for information from the Residents' Group so that it could reach a decision. Any information sent through will be made available at the May Ordinary Meeting.</p> <p>Previously the Parish Council has given a level of support to the publication of the newsletter. The last payment made in support of the newsletter was £300 on 22 July 2013.</p> <p>There are ten editions of the newsletter over the course of the year each costing £74.70 or £747 per annum. Hemswell Cliff at the time of the December 2014 electoral register update had 541 voters living in approximately 260 houses. The newsletter is currently delivered to approximately 740 addresses in:</p> <ul style="list-style-type: none"> <li>• Hemswell Cliff</li> <li>• Spital in the Street</li> <li>• Hemswell</li> <li>• Glentworth</li> <li>• Harpswell</li> <li>• Blyborough</li> <li>• Willoughton</li> </ul> <p>The Residents Group in an email to the Clerk have said that the Parish Council had agreed in the past to fund 50% of the costs, which were £300 at the time. The Clerk has checked the minutes of the July 2013 Ordinary Meeting and the payment is referenced, however, the details of the discussion and subsequent undertaking are not.</p> <p>In summary, there is no issue with the Parish Council supporting a community newsletter. However, there is a question mark over whether</p>

	<p>or not the Parish Council should be supporting the costs of a newsletter that is being delivered in neighbouring Parish Councils. The details of the agreement reached with the Residents Group were not minuted and it is not clear how the agreement, that the Parish Council should pay 50% of the costs, was arrived at.</p>
<b>8</b>	<p><b>RAF Hemswell Day 2015</b>  At the last Ordinary Meeting Council asked for this item to be included on the next Ordinary Meeting agenda.</p> <p>Council to consider arrangements and make plans for RAF Hemswell Day 2015.</p>
<b><u>Next Ordinary Meeting – Items, date and time</u></b>	
<b>9</b>	<p><b>Items for inclusion on the next agenda</b>  <i>Councillors are requested to use this opportunity to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision-making.</i></p>
<b>10</b>	<p><b>Date and time of next meeting</b></p> <p>To confirm date and time of the next meeting, provisionally scheduled for 7:30pm on Monday 1 June 2015.</p>