

WEST HADDON PARISH COUNCIL

CLERK: Mrs Gill Wells
Email: westhaddonpc@gmail.com

You are summoned to attend the **Annual Meeting of the Parish Council** which will be held in the Chapel Meeting Room, Tuesday 7th May 2019. 7.30pm. Press and Public Welcome.

Gill Wells

2nd May 2019

Item No.	<u>OPENING PROCEDURES</u>
19/1	ELECTION OF CHAIR – Acceptance of office to be signed.
19/2	ELECTION OF VICE CHAIR.
19/3	APOLOGIES
19/4	MOTION TO RECEIVE AND APPROVE THE MINUTES OF THE EXTRAORDINARY PARISH COUNCIL MEETING 29 TH APRIL 2019.
19/5	DECLARATION OF INTERESTS under the localism act 2011 and the relevant authorities (DPI) regulations 2012. Members are asked to review their declarations of interest and to amend, sign & date where necessary or to complete a new form.
19/6	REQUESTS FOR DISPENSATIONS to be received in writing by the Clerk. The Council are asked to consider requests for consideration and re-submission of previous requests for dispensation.
19/7	TO REVIEW AND ADOPT STANDING ORDERS FOR WEST HADDON PARISH COUNCIL.
19/8	TO REVIEW AND ADOPT THE CODE OF CONDUCT FOR WEST HADDON PARISH COUNCIL.
19/9	MOTION TO CONFIRM THE APPOINTMENT OF THE CLERK AND RESPONSIBLE FINANCIAL OFFICER TO WEST HADDON PARISH COUNCIL.
19/10	GENERAL POWER OF COMPETENCE – MOTION TO CONFIRM THAT THE COUNCIL CONTINUES TO MEET THE ELIGIBILITY REQUIRED TO HOLD THE GENERAL POWER OF COMPETENCE AS PER SECTION 8(2) OF THE LOCALISM ACT, Order 2012, No. 965.
19/11	APPOINTMENT OF EXISTING COMMITTEES & WORKING PARTIES. <ul style="list-style-type: none"> • Finance & General Purposes Committee • Playing Field Committee • Planning & Development Committee • Pocket Park Working Party • Newsletter Working Party • Open Spaces Working Party • EMO Working Party • Traffic Management Working Party
19/12	REVIEW & ADOPTION OF TERMS OF REFERENCE FOR COMMITTEES & WORKING PARTIES. <ul style="list-style-type: none"> • Finance & General Purposes Committee • Playing Field Committee • Planning & Development Committee • Pocket Park Working Party • Traffic Management Working Party • Newsletter Working Party • Open Spaces Working Party • EMO Working Party
19/13	MOTION TO CONFIRM THE APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES TO:- THE YELVERTOFT & DISTRICT NURSING CHARITY; WEST HADDON COMMUNITY RESILIENCE GROUP; WEST HADDON CHARITIES.

19/14	APPOINTMENT OF AN INTERNAL FINANCIAL CONTROLLER FOR THE PERIOD 2019-2020.
19/15	APPOINTMENT OF A PLAY PARK & PLAYING FIELD INSPECTOR.
19/16	APPOINTMENT OF A CEMETERY / CHURCHYARD INSPECTOR.
19/17	APPOINTMENT OF A HIGHWAYS & FOOTPATH WARDEN.
19/18	<p>TO REVIEW & ADOPT THE FOLLOWING POLICIES & PROCEDURES:-</p> <ul style="list-style-type: none"> • Equality & Diversity Policy • Grievance Procedure • Bullying and Harassment Policy • Complaints Procedure • Data Protection Policy • Freedom of Information Policy • Health & Safety Policy • Lone Working Policy • Press & Media • Staff Disciplinary Procedure • Training Policy • Contractors Policy • General Data Protection Regulations Procedures & Policies • Internal Control & Procedures Policy • Recruitment Policy
19/19	<p>TO APPROVE THE FINANCIAL POLICIES / PROCEDURES AND CONTROLS:-</p> <ul style="list-style-type: none"> • To approve the financial regulations • To approve the financial risk assessment and schedule • To approve the internal control checklist template • To confirm & approve the asset register • To approve the grant application terms and conditions • To approve the cemetery regulations and fees
19/20	<p>TO APPROVE THE DATES & TIMES OF FULL COUNCIL MEETINGS FOR THE FORTHCOMING YEAR 2019 – 2020 & VENUE. Please note meeting dates may be subject to change – please refer to published agendas for confirmation meeting times, dates and venues.</p> <p>4th June 2019 2nd July 2019 6th August 2019 3rd September 2019 1st October 2019 5th November 2019 3rd December 2019 7th January 2020 4th February 2020 3rd March 2020 7th April 2020 5th May 2020 (APM & APCM) Please note this date is subject to election dates and likely to change.</p>
19/21	PUBLIC SESSION – MEMBERS OF THE PUBLIC ARE INVITED TO ADDRESS THE MEETING ON ITEMS ON THE AGENDA – Please note that no decision can be made under this item.
Item No.	PLANNING & HIGHWAYS – Plans can be viewed on the website - www.daventrydc.gov.uk/vds
19/22	WEST HADDON TRAFFIC MANAGEMENT WORKING PARTY – Members are asked to consider next steps / requirements & priorities.
19/23	<p>PLANNING APPLICATIONS RECEIVED FOR CONSIDERATION:-</p> <ul style="list-style-type: none"> • DA/2019/0276 6 PRITCHARD CLOSE, WEST HADDON. • DA/2019/0111 WEST HADDON PARISH COUNCIL SPORTS PAVILION – Update.

19/24	NOTIFICATION OF PLANNING APPLICATION PERMISSIONS / REFUSALS / WITHDRAWALS:- <ul style="list-style-type: none"> DA/2019/0147, LYNX HOUSE, WEST HADDON – Granted.
19/25	DAVENTRY DISTRICT CONSERVATION AREA REVIEW.
Item No.	<u>FINANCE, HUMAN RESOURCES & PROJECT MANAGEMENT</u>
19/26	BANK RECONCILIATION & FINANCE REVIEW – Members are to receive the detailed bank reconciliation & finance review (Budget versus expenditure). Members of the Public are invited to email the Clerk at westhaddonpc@gmail.com if they have any queries.
01/04/2019	Current
Current A/C	£80,457.65
Reserve A/C	£8,374.26
Unity A/C	£14,963.80
Still to be banked	£0.00
Unpresented Cheques	-£1,108.96
Available 01/04/19	£102,686.75
19/27	ANNUAL GOVERNANCE ACCOUNTABILITY RETURN:- <ul style="list-style-type: none"> Members are asked to respond to Section 1 of the Annual Governance Statement 2018-2019. Members are asked to confirm the Accounting Statement 2018-2019.
19/28	MOTION TO APPROVE THE SET UP OF A STANDING ORDER PAYMENT & SET DATE FOR THE REGULAR PAYMENT OF STAFF SALARIES; HMRC AND PENSION COMMITMENTS TO MITIGATE RISKS OF FAILURE TO COMPLY WITH CONTRACTUAL REQUIREMENTS.
19/29	TO RECEIVE THE MONTHLY REPORT FROM THE APPOINTED INTERNAL CONTROLLER AND TO AGREE / APPROVE ANY ACTIONS REQUIRED.
19/30	MAJOR PROJECTS – Members are to receive updates on the following major projects and to consider and approve any actions required to progress:- Please note, the project programme 2019-2020 will be reviewed at the Finance & General Purposes Committee 28 th May 2019. <ul style="list-style-type: none"> SPORTS PAVILION SEWAGE CONNECTION. PLAY AREA INSTALLATION UPDATE.
19/31	ENVIRONMENTAL MAINTENANCE OPERATIVE (EMO) UPDATE & REQUIRED ACTIONS AS PER THE PARISH COUNCILS RECRUITMENT POLICY.
19/32	UNITY BANK AND ONLINE BANKING REGISTRATION UPDATE.
19/33	BANKING SIGNATORIES – Members are asked to approve the addition of an additional signatory to the banking mandate.
19/34	Motion – In accordance to the Admissions to meetings Act 1960 Members of the Public and Press are invited to leave the room during discussion of the following item.
19/35	ANNUAL LEAVE – Members are asked to approve the Clerks decision regarding outstanding annual leave form the period 2018-2019.
19/36	INVOICES FOR PAYMENT (see payments list circulated to Members and uploaded onto website prior to meeting) – Members are asked to consider and approve invoices for payment.
19/37	UNO BUS – Members are asked to consider being part of a pilot scheme for a demand response transport scheme.
19/38	MOTION TO CONSIDER & APPROVE A GRANT REQUEST FROM THE SENIOR FOOTBALL CLUB.
Item No.	<u>REPORTS FROM COMMITTEES / WORKING PARTIES</u>
19/39	Members are to receive verbal updates from Committees / working parties (unless the Clerk has been notified prior to publication of the agenda that a debate and resolution is required, in which case an agenda item and explanation must be published before a decision can be made:-

	<ul style="list-style-type: none"> • Finance & General Purposes Committee • Playing Field Committee • Finance & General Purposes Committee • Planning & Development Committee • Newsletter Working Party • Environmental Maintenance Operative (EMO) Working Party • Open Spaces and Amenity Working Party • Traffic Management Working Party
<u>Item No.</u>	<u>CLOSING PROCEDURES</u>
19/40	CORRESPONDENCE / EVENTS / TRAINING:- (if not emailed, hard copies available from the Clerk). <ul style="list-style-type: none"> • Members are asked to apprise the Clerk of training requirements. • Best Village Competition.
19/41	ITEMS FOR THE NEXT FULL COUNCIL MEETING & ITEMS FOR THE NEWSLETTER – Members are asked to notify the Clerk of items they wish to be included on the next agenda in the newsletter.
18/42	DATE OF NEXT MEETINGS:- <ul style="list-style-type: none"> • 4th June 2019.