

# GOTHERINGTON PARISH COUNCIL ANNUAL MEETING

## To all members of the Council:

You are summoned to attend the Annual Meeting of Gotherington Parish Council to be held on **Tuesday 8 May 2018 in the Rex Rhodes Building, Gotherington** which will commence at **7.00pm**, for the transaction of business on the following agenda.

Signed

*Jules Owen*

Clerk  
2018

30 April 2018

## PARISH COUNCIL ANNUAL MEETING AGENDA

1. To appoint Chairman and Vice Chairman and complete Declarations of Acceptance
2. To note apologies for absence
3. To receive declarations of interest for items on the agenda, confirm meeting quorate and formally request if anyone is intending recording the proceedings
4. To receive comments from the public
5. To confirm and agree Minutes of Annual Parish Council Meeting held on 9 May 2017 and Parish Council Meeting held on 10 April 2018
6. To appoint individual councillors or non-councillors for the Committees and Outside Bodies as circulated prior to the meeting
7. To review inventory of land and assets including buildings and office equipment
8. To receive and agree Clerk's Report circulated prior to the meeting
9. To receive Borough Councillor's Report
10. To receive County Councillor's Report
11. Parish Council Procedures:
  - a) To agree proposed meeting dates for forthcoming year circulated prior to the meeting
  - b) To receive update on GDPR and agree actions
  - c) To resolve to adopt updated Risk Register and risk assessments for all parish council activities circulated prior to the meeting
  - d) Review and adoption of Action Plan circulated prior to the meeting
  - e) Review and adoption of updated Code of Conduct circulated prior to the meeting
  - f) Review of Standing Orders
  - g) Review and adoption of Financial Regulations
  - h) Review and adoption of updated complaints procedure circulated prior to meeting
12. Finance:
  - a) To agree to adopt accounts for payment and those paid since last meeting
  - b) To agree to adopt Financial Report/Bank Reconciliation and Budget Monitoring Report
  - c) Review of staff pay and conditions - to agree NJC Salary Scales 2018/19 for Clerk
  - d) Review of council's and/or staff subscriptions to other bodies circulated prior to meeting
  - e) Confirm arrangements for insurance cover in respect of all insured risks with Came & Co
  - f) Review of inventory of land and assets including buildings and office equipment
  - g) To consider and agree action with regard to hire charges for parish council facilities HS
  - h) To consider and agree action ref. automated booking system incl. online banking e.g. PayPal HS
13. Planning:
  - a) To agree response to Application No. 18/00360/FUL - Raising of the ridge height to provide first floor. Location: The Elms, Manor Lane, Gotherington
  - b) To receive update on Appeal Decision App. No. 6/00901/OUT - Land off Ashmead Drive
14. Freeman Field, RRB & JWP:
  - a) To consider Playground Inspection Report and agree actions CR
  - b) To consider access to Freeman Field and agree actions HS
  - c) To consider quotations for general maintenance for RRB and agree actions HS
  - d) To consider email regarding drainage issues on Freeman Field and agree actions HS
  - e) To receive report ref. FF grass cutting schedule and village maintenance and agree actions HS
15. Highways & Footpaths:

To receive report from meeting with Local Highways Manager ref. Gotherington Cross junction HS
16. S106 Agreements: To receive update on Parish Meeting and proposed S106 discussion HS
17. Other Matters:
  - a) To consider request from Old Chapel Community Project for documentation and agree actions HS
  - b) To consider signage request from residents of Longfurlong Park Residents Association HS
  - c) To receive update on renovation of war memorial and agree actions BO
18. Date of next meeting