

Winsham Parish Council

Notice of the Annual Council Meeting – 3rd May 2017

ALL COUNCIL MEETINGS ARE OPEN TO MEMBERS OF THE PUBLIC AND THE PRESS

(Public Bodies (Admission to Meetings) Act 1960)

Dear Councillors,

You are hereby summoned to attend the annual meeting of the **PARISH COUNCIL** on **WEDNESDAY 3RD MAY 2016** at **7.30pm** in the **Jubilee Hall, Winsham**.

Teresa Pinder

Teresa Pinder, Clerk to the Parish Council
25th April 2017

PUBLIC FORUM

This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate before the meeting by asking questions of, raising concerns and make comments, regarding the Parish Council. A speaker in the Public Forum may only represent his or her point of view, and may not claim to speak for other residents unless they are also present at the Forum and clearly affirm that they are prepared to allow the speaker to express their point of view for them. After the statement those involved should be asked to affirm that what was said represented their viewpoint. The Chair of the meeting has absolute discretion to request the speaker to stop, or adjourn the Public Forum at any time.

Criticism of Parish Council action or lack of action is acceptable, but serious complaints relating to alleged malfeasance or malpractice must be made using the proper complaints procedure. This is to protect the complainant and the Parish Council, in the event of concerns proving to be unfounded.

No decision can be taken on issues raised unless the matter is already an item on the agenda. As this is not part of the formal meeting minutes will not be produced.

Reports from County and District Councillors

County and District Councillors may give short verbal reports on matters affecting Winsham as this is also not part of the meeting, minutes will not be produced.

AGENDA

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities, Crime and Disorder, Health & Safety, Bullying & Harassment and Human Rights

(1) ELECTION OF CHAIRMAN

Proposal: To elect a Chairman for the forthcoming year.

(2) TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

(3) ELECTION OF VICE CHAIRMAN

Proposal: To elect a Vice Chairman for the forthcoming year.

(4) TO RECEIVE APOLOGIES FOR ABSENCE AND TO APPROVE THE REASONS GIVEN (LGA 1972 s85 (1))

Council to receive any apologies for absence and Members to approve reasons given.

(5) DECLARATIONS OF INTEREST

Council to receive any declarations of interest.

(6) TO APPROVE THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON THE 12TH APRIL 2017 (LGA 1972 sch 12, para 41(1))

(7) WINSHAM SPEEDWATCH

Proposal: To investigate the possibility of initiating a Speedwatch programme for Winsham Church Street

(8) ALLOCATED RESPONSIBILITIES

Proposal: To discuss and approve the schedule of responsibilities:

- a. Allotment Officer(s)
- b. Amenities Officers (Bins, Bus Shelter, Lower Rec, Signage, St Stephens Churchyard, Upper Rec, War Memorial)
- c. Community Grants
- d. Highways and Public Transport Officers
- e. Neighbourhood Watch representative
- f. Parish Environmental Warden
- g. Parish Path Liaison Officer
- h. Public Rights of Way Officers
- i. Welcome Pack Officer
- j. Finance and Precept Group
- k. Internal Auditor
- l. Responsible Financial Officer
- m. Web Sites Officer
- n. Annual Parish Meeting Organisation
- o. Appeal Panel
- p. Grievance and Disciplinary Panel
- q. Personnel Group
- r. Representative on St Stephens PCC
- s. Representative on the (Upper) Recreation Ground Committee
- t. Representative on the Jubilee Hall Committee
- u. Representative on the Village Shop Committee
- v. Representative on Winsham Community Resource Centre Committee
- w. SALC representative
- x. Cemetery
- y. Planning
- z. United Charities Winsham – Trustees
- aa. Emergency Planning Group
- bb. Parish Plan Review – Investigating Youth Club Facilities and Opportunities
- cc. Parish Plan Review – Investigating the possibility of a MUGA
- dd. Parish Plan Review – Investigating further options on dog fouling and speeding
- ee. Parish Plan Review Group
- ff. Shared Access Working Group
- gg. Westernway Housing Development – Car Park & Green Space
- hh. Westernway Housing Development – Monitoring and Liaison with Developer

(9) INSURANCE REVIEW

Proposal: Review and agree the insurance quotation.

(10) ASSET REGISTER

Proposal: To review and agree the Asset Register.

(11) PLANNING MATTERS

- a) Applications:
None
- b) Planning determinations received from SSDC
- c) Plans and determinations received after the posting of the agenda

(12) FINANCE

Proposal:

- a) To note the schedule of cheques.
- b) To approve the bank reconciliation at 31st March 2017.
- c) To agree and approve the Summary Receipts and Payments for Year Ended 31st March 2017.
- d) To approve movement of funds to earmarked reserves:
 - a. To move £541.91 to a new Youth Provision Ear Marked Reserve
 - b. To move £846.09 to War Memorial Maintenance Ear Marked Reserve
 - c. To move £5,000 to a new Ear Marked Reserve called Shared Access Grant Fund
 - d. To move £15,000 to a new Ear Marked Reserve called Shared Access Unallocated Funds

(13) INTERNAL AUDITOR'S REPORT

Proposal:

- a) To receive and approve the Internal Auditor's Report
- b) To confirm the Council is satisfied that the Internal Auditor has undertaken the audit satisfactorily.

(14) ANNUAL RETURN FOR THE FINANCIAL YEAR ENDED 31ST MARCH 2017

Proposal:

- a) To consider and approve Section 1 – Annual governance statement 2016-17
- b) To consider and approve Section 2 – Accounting statements 2016-17

(15) ANNUAL PARISH MEETING

To receive an update on the Annual Parish Meeting.

(16) POLICY REVIEW

Proposal: To review and adopt the following policies:

- a) Financial Regulations (no change)
- b) Data Protection Act Policy (no change)
- c) Legal & Technical Advice Policy (no change)

(17) UPDATE ON THE 2017-18 TAX YEAR ACTION PLAN

Proposal: To receive an update on

- a) Investigating Youth Club facilities and opportunities
- b) Investigating further options on dog fouling and speeding

(18) SPONSORSHIP OF THE WINSHAM SIGNS

Proposal: To consider the offer of potential sponsorship of Winsham Village Signs from Karmarama Ltd on behalf of Go Compare.

(19) IPAD TRAINING

Proposal: To consider whether to set up more I-pad training for the Parish.

(20) OUTSTANDING ITEMS UPDATE

Proposal: To receive updates on the following outstanding items:

- a) Parks and Open Spaces Policy on the website
- b) Setting up On Line viewing of Parish Council Accounts.
- c) War Memorial Cleaning
- d) Biographies from Councillors
- e) Land Registry of Parish Council's Land Assets.

(21) ITEMS FOR REPORT

- a) Parish Assets:
Cemetery, Upper Rec/Lower Rec, Resource Centre, Bus Shelter, War Memorial, Seating, Signage and Bins
- b) Web Sites, Welcome Pack
- c) Public Rights of Way
- d) Grass Cutting Report
- e) Highways and Bus Services
- f) Reports from member representatives on outside bodies.
- g) Clerk's report and correspondence – see attached Agenda Notes.

(22) QUESTIONS TO THE CHAIRMAN

(23) DATE OF THE NEXT MEETING – TUESDAY 6TH JUNE 2016