

# **MEDBOURNE PARISH COUNCIL**

## **Notice of Annual Meeting of the Parish Council**

The Annual Meeting of Medbourne Parish Council will be held in the Village Hall, Medbourne on Tuesday 14 May 2018 at 7.45 p.m.

Members of the public are welcome to attend but are not permitted to participate except under 'Public Representations', when invited to do so by the Chair.

M. Field

Martin Field  
Clerk to the Council

6 May 2018

**201.0 ELECTION OF CHAIR** (followed by Acceptance of Office)

**202.0 APPOINTMENT OF VICE-CHAIR** (followed by Acceptance of Office)

**203.0 APOLOGIES FOR ABSENCE** (Apologies submitted by Cllr Caffrey)

**204.0 DECLARATIONS OF INTEREST**

**205.0 REQUESTS FOR DISPENSATION**

**206.0 REVIEW OF ITEMS REQUIRED BY STANDING ORDERS:-**

**6.1.** standing orders, financial regulations and internal controls, and to recommend any changes considered appropriate.

**6.2.** terms of reference for the Neighbourhood Planning Committee.

**6.3.** delegation arrangements to committees and staff.

**6.4.** arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities.

**6.5.** representation on or work with external bodies and arrangements for reporting back.

**6.6.** inventory of land and assets including buildings and office equipment.

**6.7.** arrangements for insurance cover in respect of all insured risks.

**6.8.** subscriptions to other bodies.

**6.9.** complaints procedure.

**6.10.** procedures for requests under the Freedom of Information Act 2000; Data Protection Act 1998; and 2018 General Data Protection Regulations

**6.11.** policy for dealing with the press/media.

**207.0 APPOINTMENT OF THE NEIGHBOURHOOD PLANNING COMMITTEE.**

**208.0 APPOINTMENT OF ANY OTHER COMMITTEES deemed necessary and to determine their terms of reference.**

**209.0 APPOINTMENT OF TRUSTEES AND REPRESENTATIVES**

- |   |  |
|---|--|
| <input type="checkbox"/> Information Resource Advisor       | <input type="checkbox"/> Internal Auditor                        |
| <input type="checkbox"/> Keeper of the Hollow               | <input type="checkbox"/> Keeper of the Village Benches           |
| <input type="checkbox"/> Legal Advisor                      | <input type="checkbox"/> LRALC representative                    |
| <input type="checkbox"/> Medbourne Charities representative | <input type="checkbox"/> MEFT representative                     |
| <input type="checkbox"/> Parish Maintenance                 | <input type="checkbox"/> Planning representative                 |
| <input type="checkbox"/> Sports Club representative         | <input type="checkbox"/> Street Lighting Warden                  |
| <input type="checkbox"/> Tree & Brook Warden                | <input type="checkbox"/> Village Hall representative             |
| <input type="checkbox"/> War Memorial Warden                | <input type="checkbox"/> Nomination to Valentine Goodman Charity |

**210.0 TO NOTE THE INSPECTION OF TRUST DEEDS AND INSTRUMENTS**

**211.0 MINUTES OF THE PC MEETINGS ON 5 MARCH & 17 APRIL 2018**

**212.0 CLERKS REPORT**

- Post-probation confirmation of M Field in the post as Parish Clerk.

- Renewal of BT domain names

**213.0 PUBLIC REPRESENTATIONS**

**TO RECEIVE REPORTS ON THE FOLLOWING MATTERS:**

- |   |                                       |
|---|---------------------------------------|
| <input type="checkbox"/> Neighbourhood Plan | <input type="checkbox"/> Village Hall |
| <input type="checkbox"/> MEFT               | <input type="checkbox"/> Sports Club  |

**214.0 TO CONSIDER AND COMMENT ON PLANNING MATTERS**

**215.0 CORRESPONDENCE**

Invitation from HDC regarding WW1 & Votes for Women commemorations

**216.0 QUESTIONS TO THE CHAIR**

**217.0 TO NOTE ANY ITEMS OF REPAIRS AND MAINTENANCE**

**218.0 TRAINING AND RESOURCES**

**219.0 PC BUDGET AND APPROVAL OF PAYMENTS**

**219.1 To note :** 2018-19 charges for payroll services – Autela Group Ltd.

**219.2 Cheques to be issued :**

Eyebrook Wildbird Feeds Inv. 5590 - **£22.50**

E-on – Inv. 078785/079255/079855 - **£218.83** *(to be confirmed)*

H M Revenue & Customs (Tax/NI to 05/04/18) - **£528.25** *(to be confirmed)*

Came & Co., ref. 2186037 - **£490.60**

M Field (salary May 2018) - **£153.78**

**219.3 Indicative income / expenditure totals for 2017-18**

**220.0 ITEMS FOR NEXT AGENDA**

**DATE OF NEXT MEETING – Monday 4<sup>th</sup> June 2018 at 7.30 pm**

DRAFT