



PARISH COUNCIL  
**Kempsey**

Mrs S Baxter  
Clerk and Financial Officer  
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Parish Office  
Community Centre  
Main Road  
Kempsey  
Worcester WR5 3LQ

Dear Councillor

**YOU ARE DULY SUMMONED TO A PARISH COUNCIL MEETING OF  
KEMPSEY PARISH COUNCIL TO BE HELD ON  
MONDAY 9<sup>th</sup> MAY 2016 AT 7.30 PM  
AT THE COMMUNITY CENTRE**

where the business set out in the agenda below will be transacted.

*S BAXTER*

Clerk & Responsible Finance Officer  
29<sup>TH</sup> April 2016

## **AGENDA**

1. Election of Chairman (and signing Declaration of Acceptance of Office)  
As stated in standing orders to be held by paper ballot
2. Election of Vice – Chairman  
As stated in standing orders to be held by paper ballot
3. Apologies: To receive apologies for absence and approve reason for absence
4. Declarations of Interest
  1. Register of Interests: Councillors are reminded of the need to update their register of interests.
  2. To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
  3. To declare any Other Disclosable Interests on items on the agenda and their nature.

Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the Code of Conduct, must leave the room for the relevant item/s unless a Dispensation has been granted.

Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

5. To Consider Written Requests from Councillors for the Council to Grant a Dispensation (S33 of the Localism Act 2011) – written requests to be submitted to the clerk prior to the meeting.

The meeting will be adjourned for Public Question Time

The length of time any person can speak during Public Question Time shall be restricted to 5 minutes or longer at the discretion of the Chairman. Points raised by a parishioner should be concise and to:

raise new issues, request an update on a previously raised matter or offer new information on an existing issue.

Members of the public may not take part in the Parish Council meeting itself.

This period is not part of the formal meeting; brief notes will be appended to the minutes.

6. Minutes: To consider the adoption of the minutes of The Parish Council Meeting of The Extra Ordinary Parish Council Meeting of 25.04.16
7. Correspondence for Information:
  1. Letter received from Mr. Bowley 12.04.16 and response – Community Youth Centre – FOI
    - a. Proposal to release copies of Legal Documentation to support queries raised 28.01.16
  2. Letter from Marie Brown and response –situation horses Kempsey Common
  3. Letter from WCC Bridleway 638 Kempsey - Horse complaint
  4. Letter of resignation Cllr Bevan
  5. Beacon Event – Thank you letter from Mr. & Mrs. Jenkins
8. Committee Appointments
 

PLEASE NOTE the appointment of members to the Committees indicated below will be confirmed at the next available meeting as this is dependent on the appointment of the Chairman and the Vice Chairman:-

  1. Environment Committee
  2. Commons & Hams Committee
  3. Recreation Committee
  4. Community Centre Committee
  5. Planning Committee
  6. Staffing Committee -. To appoint
    - a. Clerks representative
    - b. Parish Council representative
  7. Finance and General Purposes Committee (F&GP Committee) – Comprises Chairman of each Committee plus Chairman and Vice – Chairman
9. Appointments to Outside Bodies: - Discussion and appointments:-
  1. Church Land Trust - currently Cllrs Smith, Michael and Gerrard.
  2. Parochial Church Council Charities - currently Cllrs Gerrard & Cllr Patrick
  3. CALC - Chairman and Vice Chairman
  4. Parish Hall Trustees - currently Cllr Blackwell
  5. Kempsey Sports Association – currently Chairman of Recreation Committee Cllr Frazer-Cann & Cllr Pugh
10.
  1. Neighbourhood Watch – Crime Alert Information
  2. County Councillor’s Report – Cllr R Sutton
  3. District Councillor’s Reports – Cllrs Harrison/Michael
  4. Neighbourhood Development Plan (NDP) Update (*Mr.M.Biddle/Cllr Smith*)
11. Committee Report Updates and Proposals
  1. Environment: Cllr Smith
  2. Commons and Hams: Cllr Waller
    - a. - Horses on Kempsey Common -  
Motion for the Commons and Hams Committee in collaboration with the Clerk to seek appropriate evidence of infractions of Commons byelaws for referral to MHDC and Trading Standards as appropriate.
    - b. Update on Ashmoor Common management plan and cattle purchase
  3. Recreation: Cllr Frazer-Cann
    - a. Update on repairs to sports pavilion roof.
    - b. Update on remedial work to football stop net.
    - c. Matters arising from ROSPA safety inspection report.
  4. Community Centre: Cllr Bevan
  5. Planning: Cllr Patrick
  6. Finance & General Purposes: Cllr Geens
  7. Staffing Committee: Cllr Geens
    - Clerks Annual Appraisal 2015/16
  8. Chairman’s Report: Cllr Geens

12. Finance

1. To authorize payment of accounts as per schedule
2. To approve Bank Reconciliation Statement Balance to 31.03.16.
3. Budget Monitoring to 31.03.16 – For Information Only
4. Ashmoor Common Expenditure to 31.03.16 – For Information Only
5. Proposal to approve Section 1 – Annual Governance Statement 2015/16
6. Proposal to adopt and sign Sections 2 - Accounting Statements 2015/16 of Annual Return 2015/16
7. Proposal to appointment/engagement of Internal Auditor 2016/17 and terms of reference
8. To review and approve Kempsey Parish Council Financial Risk Schedule.
9. To review and approve Asset Register
10. Councillors Ink & Paper Requests – For Information Only

13. To consider application for Discretionary Rural Rate Relief – Huntsman Inn

14. Review the following Policies and Procedures:-

1. Review Standing Orders
2. Review Financial Regulations
3. Communication Policy
4. Complaints Procedure
5. Document Retention Policy
6. Publication Scheme

15. Proposal to accept dates/time and location of full Council Meetings for 2016/17

16. Proposal to proceed with printing the Annual Newsletter 2015/16 (*Cllr Geens*)

17. To set date/ time/place of F & GP Committee Meeting to arrive at precept for 2017/18 for presentation to Council.

18. Progress Update on the Community Youth Centre (*Cllr Geens*)

19. **Date of next meeting: Monday 13<sup>th</sup> June 2016 at 7.30pm at Kempsey Community Centre.**

**Please note the Annual Parish Meeting is on Monday 23<sup>rd</sup> May 2016 at the Community Centre at 7.30pm**