



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 8<sup>th</sup> MAY 2017 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  
3<sup>rd</sup> May 2017

## **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 10.04.17
7. Correspondence for Information:-
  1. Letter and questionnaire – The Future of the Walter de Cantelupe Inn- circulated to all councillors 18.4.17 - Consultation ended 24.04.17
  2. Thank you on behalf of the Parochial Church Council of St. Mary's Kempsey for grant of £2500 towards the upkeep of the churchyard.
  3. Email dated 18.4.17 from MHDC – Fixed Equity Properties – Kempsey Mead – For Notification
  4. Response to Mr R C Bowley dated 26<sup>th</sup> April 2017 – Re: Investigative Panel Report
  5. Letter dated 24.04.17 received from Mr R C Bowley – Re: Parish Council Meeting 13.02.17
  6. Response dated 27.04.17 from WCC – Re: Sec.278 agreement road works in Kempsey
  7. Letter dated 25.04.17 from Countryside Access Management Ltd – Public Path Diversion Order- Public Footpath KP-573
8. Proposal not to enter into any further communication/correspondence with Mr. R C Bowley  
Re: Police Matters (*Cllr Geens*)
9. Proposal to discuss and change the Community Infrastructure Sub Committee to a Working Party  
(*Cllr Smith*)
10. 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 representatives
  7. Finance and General Purposes Committee (F&GP Committee) – Comprises Chairman of each Committee plus Chairman and Vice – Chairman
    - a. Proposal for the Clerk to initiate the first meeting of all committees and call upon those who expressed a preference to serve on each committee with the Chairman to be elected as the first agenda item.
11. 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
12.
  1. Neighbourhood Watch – Crime Alert Information
  2. County Councillor's Report
  3. District Councillor's Reports – Cllrs Harrison/Michael
  4. Neighbourhood Development Plan (NDP) Update (*Cllr Smith*)
    - a. Proposal to agree the appointment of Kempsey Neighbourhood Plan Examiner selected by MHDC.
13. Committee Report Updates and Proposals
  1. Environment: Cllr Smith
    - a. Proposal to purchase a second strimmer, preferably a professional model up to the value of £400, as per itemized budget 2017/18.
  2. Commons and Hams: Cllr Waller
  3. Recreation: Cllr Frazer-Cann
  4. Community Centre: Cllr Michael
  5. Planning: Cllr Patrick
  6. Finance & General Purposes: Cllr Geens
  7. Staffing Committee: Cllr Geens
  8. Chairman's Report: Cllr Geens

14. Finance
  1. To authorize payment of accounts as per schedule
  2. To approve Bank Reconciliation Statement Balance to 31.03.17.
  3. Budget Monitoring to 31.03.16 – For Information Only
  4. Proposal to approve updated Asset Register 2016/17.
  5. Annual Return to 31.03.17
    - a. Proposal to approve and sign Section 1 - Annual Governance Statement 2016/17
    - b. Proposal to approve and sign Section 2 - Accounting Statements 2016/17
  6. Proposal to appointment/engagement of Internal Auditor 2017/18 and Terms of Reference
  
15. 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
  7. Disciplinary Procedures
  8. Grievance Procedures
  
16. Proposal to accept dates/time and location of full Council Meetings for 2017/18.  
Please note Parish Council meetings take place on the second Monday of each month at 7.30pm at the Community Centre.
  
17. To set date/ time/place of F & GP Committee Meeting to arrive at precept for 2018/19 for presentation to Council.
  
18. **Date of next meeting: Monday 12<sup>th</sup> June 2016 at 7.30pm at Kempsey Community Centre.**

**Please note the Annual Parish Meeting will be held on  
Monday 15<sup>th</sup> May 2017 at the Community Centre at 7.30pm  
All Welcome**