

# **KEMPSEY PARISH COUNCIL**

Mrs S Baxter  
Clerk and Financial Officer

Parish Office  
Community Centre  
Main Road  
Kempsey  
Worcester WR5 3LQ  
E-mail: [kempseyparishcouncil@gmail.com](mailto:kempseyparishcouncil@gmail.com)  
Tel: 01905 828183

Dear Councillor

**YOU ARE DULY SUMMONED TO ATTEND THE NEXT EXTRA ORDINARY MEETING OF  
KEMPSEY PARISH COUNCIL TO BE HELD ON  
MONDAY 23<sup>rd</sup> MARCH 2015 AT 7.30 PM IN THE COMMUNITY CENTRE  
where the business set out in the agenda below will be transacted.**

Sharon Baxter  
Clerk

16<sup>th</sup> March 2015

## **AGENDA**

1. Apologies: To receive apologies and to approve the reason for absence
2. 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 in 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.

3. 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 time allocated is at the discretion of the Council/Chairman. Residents are invited to give their views and question the Parish Council on issues on the agenda, or raise issues for future consideration at the discretion of the Chairman. 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.

4. Minutes: To consider the adoption of the minutes of The Parish Council meeting of Monday 9<sup>th</sup> March 2015.
5. Correspondence for Information: Email from David Steade re parish Council Rates  
Letter from Andrew Butterfield re M5 Closures  
Letter from Sally Everest re M5 Closures
6. Reports from representatives: To receive an update
  1. Neighbourhood Watch - Crime Alert Information.
  2. County Councillor
  3. District Councillor
  4. Neighbourhood Development Plan Update (*Mr. Mike Biddle*)

7. Report Update including Proposals from Committees:
  1. Recreation Committee: Cllr Campbell – to discuss fees for registering Plovers Rise Playing fields
  2. Commons & Hams Committee: Cllr Bowley
  3. Community Centre: Cllr Geens
    1. Rent review Hair Gallery update
  4. Environment Committee: Cllr Stevens
    1. Proposal to renew contract of services for the Lengthsman 2015/16
  5. Planning Committee: Cllr Patrick
  6. F & GP Committee: Cllr Michael –
 

**Update:**  
Clerk to liaise with CALC to obtain the actual wording regarding:

    1. Right to record at meetings (In order to amend Standing Orders)
    2. To pay utility bills via Direct debit (In order to amend Financial Regulations)
    3. Obtain clarification in writing as to who has the right to remain at meetings when conducted in confidential session.

**Recommendations:**

    1. Proposal to amend financial regulations for clarity/transparency for budget/precept purposes
    2. Proposal to consider amending changes to Planning Standing Orders - Cllr Geens.
    3. Proposal to amend Standing Orders to increase planning committee members from five to seven members- Cllr Michael
    4. Proposal to amend standing orders to state all staff should leave the room when they are the subject of discussion
    5. Proposal to add new clause to financial regulations to permit non-emergency expenditure up to £100 to be pre-authorised by the Clerk who will maintain a record of request.
    6. Proposal to set up a working party looks at suitable investments/reinvestments to maximise returns on savings.
    7. Proposal to outsource Printing & folding of The Annual Newsletter and Emergency Plan Aide Memoir, before considering a distribution company.
    8. Proposal to allow Confidential Minutes to be written to provide a brief statement for minute purposes and to keep a separate file for confidential reports (if necessary) to be cross referenced back to the minute book only.
    9. Proposal to provide BLACK ink only to Councillors for the purpose of printing.
    10. Proposal that the Vice Chairman's role is to include the responsibility of website content (display to and from dates), to carry out a monthly audit of website for cleansing purposes of content (Cllr Geens).
    11. The recommendations from November 2013 were reviewed and it was decided some points had been suggested with the following two recommendations:-
      - Proposal that the Parish Office will be open from 10-2pm (Monday to Friday)
      - Proposal that electronic distribution of all documents will be issued to all Councillors on email and those that are not on the list will liaise with the Parish Office directly.

This is subject to review.
7. Staffing Committee: Cllr Michael
8. Chairman's Report
9. Finance:
  1. To authorise payments to be made as per schedule of payments list distributed.
  2. Bank Reconciliation Statement Balance – For Information
  3. Recommendations to carry forward any Committee recommendations of monies from 2014/15 to 2015/16 for ongoing projects.

Under The Public Bodies (Admission to Meeting(s)) Act 1960 to consider excluding the public and press from agenda items **10** as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

10. Motion to recommend signing off The Clerical Assistants probationary period due to satisfactory performance.

**11. Date of Next Meeting: 13<sup>th</sup> April 2015 at Kempsey Community Centre at 7.30pm**





