

KEMPSEY PARISH COUNCIL

Mrs S Baxter
Clerk and Financial Officer

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Dear Councillor

**YOU ARE DULY SUMMONED TO AN ANNUAL MEETING OF
KEMPSEY PARISH COUNCIL TO BE HELD ON
MONDAY 18th MAY 2015 AT 7.30 PM IN THE COMMUNITY CENTRE**
Where the business set out in the agenda below will be transacted.

S BAXTER

Clerk & Responsible Finance Officer
Tel: 01905 828183
12th May 2015

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.
6. Proposal to restrict an individual from speaking no longer than 3 minutes during Public Question Time – Cllr Gerrard.

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.

6. Minutes: To consider the adoption of the minutes of
 - The Extra Ordinary Meeting Monday 23rd March 2015
 - The Parish Council Meeting of Monday 13th April 2015
8. Correspondence for Information:
 1. Report from A&E Fire – Available to view in the Parish Office.
 2. Letter from Councillor Bowley dated 27.03.15 and response (Refer to agenda item 24)
 3. Freedom of Information Request from Cllr Bowley dated 12.04.15 and response
 4. Internal Audit Report 2015/16
 5. Application Request for Funding Assistance – Kempsey Cricket Club
 6. Letter from Department for Communities and Local Government – Clarity on five year housing supply Policy
 7. Email from Mr. Slater – Playing Field Signs

9. 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 - a. To appoint Clerks representative
- b. To appoint Parish Council representative
7. Finance and General Purposes Committee (F&GP Committee) – Comprises Chairman of each committee plus Chairman and Vice - Chairman

10. Appointments to Outside Bodies:-

1. Church Land Trust - (3xReps - Currently Cllrs Campbell, Blackwell & Cllr Gerrard.)
2. Parochial Church Council Charities - (2xReps - Currently Cllr Gerrard & Cllr Patrick)
3. CALC/Executive Meetings - (Chairman and Vice Chairman)
4. Parish Hall Committee –No appointment required
5. Parish Hall Trustees - Currently Cllr Blackwell
6. Kempsey Youth Centre Trustees - (1xRep – Currently Cllr Campbell)
7. Kempsey Sports Association - (Chairman of Recreation Committee)
8. Appointment of Youth Representatives – No appointment required
9. Appointment of Representative for the Elderly – No appointment required.
10. PACT Representative - (2xReps - Chairman, Vice Chairman)

11. Reports from representatives: To receive an update:-

1. Neighbourhood Watch - Crime Alerts Information
2. County Councillor's Report
3. District Councillor's Reports
4. Neighbourhood Development Plan (NDP) Update (Mr M Biddle)

12. Committee Report Updates and Proposals

1. Environment:
 - a. Proposal to proceed with strimming of the Rocky at a cost of £150 per cut, to be done twice a year.
2. Commons and Hams
3. Recreation:
 - a. Outdoor Gym Equipment - Proposal to approve 50% deposit prior to installation and remainder on completion and agree on Terms and Conditions
4. Community Centre
5. Planning
6. Finance & General Purposes
7. Chairman's Report
 - Delivery of Annual Newsletter update.

13. Finance

1. To authorize payment of accounts as per schedule
2. To approve Bank Reconciliation Statement Balance to 31.03.14.
3. Budget Monitoring to 31.03.14 – For information only
4. To adopt and sign Sections 1 and 2 of Annual Return 2014/15 (Chairman to sign)
5. Appointment/Engagement of Internal Auditor 2015/16 and terms of reference
6. To review and approve Kempsey Parish Council Financial Risk Schedule.
7. To review and approve Asset Register
8. Proposal to accept recommendations from Kempsey Parish Council Financial Portfolio Working Party to reinvest existing savings plus set up a new investment. (Cllr Waller)

19. 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. Procurement Process

20. Proposal to accept dates/time and place of full Council for 2015/16

21. Setting date/ time/place of F & GP Committee to arrive at precept for 2015/16 for presentation to Council.

22. Motion to adopt the General Power of Competence.

Under The Public Bodies (Admission to Meeting(s)) Act 1960 to consider excluding the public and press from agenda item 23 &24. as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

23. Proposal to accept negotiated terms of lease with The Hair Gallery (*Cllr Geens*)
24. Motion to consider setting up an investigative panel to deal with Mr. Bowley's complaint dated 27.03.15 to report back to the June meeting with recommendations.
(This would normally be carried out by the Staff Committee but as the complaint is about the actions of the Staff Committee then a separate panel of councilors unconnected with the actions of the staff committee to review the procedures undertaken is required.)

25. Date of next meeting: Monday 8th June 2014 at 7.30pm at Kempsey Community Centre.

