

EASTHAM PARISH COUNCIL

Chairman John Inge, Mike Adams, Joyce Horsfall, Paul Arnold,
Cyril Norman, Peter Moseley, Adrian Worsley

To Members of Eastham Parish Council
You are duly required to attend the
Annual Meeting of Eastham Parish Council
on Tuesday 1st May 2012
at 7.15pm in Eastham Memorial Hall

Agenda

1. **Election of Chairman** - signing of Declaration of Office.
2. **Apologies:** To receive apologies and to approve the reason for absence.
3. Election of Vice Chairman.
4. **Declarations of Interest**
 - a. Register of Interests: Councillors are reminded of the need to update their register of interests.
 - b. To declare any Personal Interests in items on the agenda and their nature.
 - c. To declare any Prejudicial Interests in items on the agenda and their nature (Councillors with prejudicial interests must leave the room for the relevant items).
6. **The meeting will be adjourned for Public Question Time**

The time allocated is at the discretion of the Chairman. Residents are invited to give their views and question the Parish Council on issues on this 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 as an aide memoir.

A Councillor with a prejudicial interest in a particular issue may address the Council on the issue during Public Question Time subject to the Councillor leaving the room in the event of an exchange on the issue between the public and the Council during this period.
7. **Standing Orders** – (circulated) to note contents.
8. **Financial Regulations** – (circulated) to note and consider reviewing.
9. **Code of Conduct** – to note, all members should have copies.
10. **To consider the Council's Scheme of Delegation** (circulated) and to appoint members to the following:
 - a. Staffing Working Party
 - b. Planning Working Group
 - c. Clerk's Finance Support Group
11. **Risk Assessment (circulated)** – to review.
12. **Insurance due 1st June** - to agree to Clerk obtaining quotes and emailing details for agreement.
13. **To appoint individuals to the following roles:**
 - a. Footpaths Officer
 - b. Tree Warden
14. To nominate Councillors to the following outside body:
Two Councillors to the Worcestershire CALC Area Meeting
15. **Minutes:** To consider adoption of the minutes of the last meeting of the Council held on 27th March 2012 (attached).

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16. Progress reports for information:
Broadband meetings – update.

17. Reports on Meetings attended by Clerk or Councillors:

18. Finances

- a. To consider payments to be made as on list presented at meeting.
- b. To report receipts since last meeting.
- c. Bank Reconciliation for April 12 (Current & Investment Acc) to be signed.
- d. **Jubilee Mugs** - The Parish Council needs to pass a resolution to spend money with its powers under Section 137 of the Local Government Act 1972. The Council agrees to incur the expenditure which, in the opinion of the Council, is in the interests of the electors and is commensurate with the expenditure: -
To agree payment of bill for Jubilee Mugs for children of the village along with photocopying costs associated with this matter – total costs to be clarified at meeting but limited to £500.00 as agreed at November 2011 meeting.
- e. To agree to continue membership of Campaign to Protect Rural England for 2012-13 at a total cost of £29.00.
- f. To agree to pay subs for WCALC at total cost of £96.17.
- g. To agree and sign accounts for year ending 31st March 2012.
- h. To agree that the Annual governance statement is being complied with as per audit requirements (circulated).

19. Planning:

- a. Plans received since last meeting – None.
- b. Decisions received since last meeting –
- c. Plans for consideration tonight – None.

20. Road report:

- a. **Lengthsman** – monthly update.
- b. Any problems to report.
- c. Outstanding queries –
Highwood Road surface and barrier.
New Road – erosion of sides.
Robins End Corner – update regarding water on road.

21. Correspondence for Information:

A list of items will be available at the meeting.

22. Clerks report on Urgent Decisions since last meeting.

Payments - Memorial Hall rent for 2010-11 = £70.00 omitted from April 2011 minutes.

Subs to CPRE 2011-12 = £29.00 omitted from May 2011 minutes.

23. Councillors reports and items for the next agenda.

Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

24. Date of next meeting – 28th August 2012

Signed-----Date **24th April 2012**
Clerk to Eastham Parish Council