

EASTHAM PARISH COUNCIL

**Chairman John Inge, Mike Adams, Joyce Horsfall, Paul Arnold,
David Conway, 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 20th May 2014
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 Disclosable Pecuniary Interests in items on the agenda and their nature.
 - c. 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 items.
Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.
5. **Dispensations –**
 - a. To consider written requests from councillors for the council to grant a dispensation (S33 of the Localism Act 2011) – written requests to be with the clerk at least 4 clear days prior to a meeting.
 - **Dispensations requested – None.**
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.
8. **Standing Orders –** (circulated) to note contents.
9. **Financial Regulations –** (circulated) to note and consider reviewing.
10. **Code of Conduct –** to note, all members should have copies.
11. **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
12. **Risk Assessment (circulated) –** to review.
13. **Insurance due 1st June -**
14. **To appoint individuals to the following roles:**
 - a. Footpaths Officer
 - b. Tree Warden
15. To nominate Councillors to the following outside body:
Eastham Memorial Hall Committee (1 Cllr)
Two Councillors to the Worcestershire CALC Area Meeting

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16. Minutes: To consider adoption of the minutes of the last meeting of the Council held on 1st April 2014 (attached).

17. Progress reports for information:

- a. **Tree Survey – to consider report given.**
- b. **Defibrillator for Parish – update.**

**18. Reports on Meetings attended by Clerk or Councillors:
WCC Conference 30th April**

19. 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 March/April 2014 (Current & Investment Acc) to be signed.
- d. **Worcestershire County Association of Local Councils (WCALC)** – to agree to pay subs for 14-15 - £93.21.
- e. **Clerks Expenses 2013-14** (circulated) - to agree to pay £412.24.
- f. **Clerks Training costs for Certificate in Local Council Administration (CiLCA)** – to agree to pay 50% costs of registration (£75.00) and 50% of training meetings with CALC (£200 approx).
- g. **Internal Auditors Report 2013-14** – to receive report and agree payment £50.00.
- h. **Accounts** - to agree and sign accounts and Annual Return for year ending 31st March 2014.
- i. To agree that the Annual governance statement is being complied with as per audit requirements (circulated).

20. Planning:

- a. Plans received since last meeting – None.
- b. Decisions received since last meeting – None.
- c. Plans for consideration tonight – None.
- d. **UPDATE - 12/01721/FUL** – Oaktrees Caravan, Highwood – Retention and resiting of mobile home (Retrospective).

21. Road report:

- a. **Lengthsman** – monthly update.
- b. Any problems to report.
- c. Outstanding queries –
 - Robins End Corner – update regarding water on road.
 - Astley Orchard – repairs to road and pavement.

22. Correspondence for Information:

A list of items will be available at the meeting.

23. Clerks report on Urgent Decisions since last meeting.

24. 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.

25. Date of next meeting – 26th August 2014

Signed-----Date **14th May 2014**
Clerk to Eastham Parish Council