

PENSAX PARISH COUNCIL
Chairman Alistair Keron, George Rudd, David Abraham,
Heather Weston, Rob Gready, Sandra Sanders, Jo Hingley

To Members of Pensax Parish Council

You are duly required to attend **PENSAX ANNUAL Parish Council Meeting** to be held on
MONDAY 21st MAY 2018 in **Pensax Village Hall** at
7.30pm or following closure of Annual Parish Meeting if later.

Agenda

1. **Election of Chairman** – to elect new Chairman and to sign 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:** Cllrs are reminded to complete a new Register of Interests form.
 - 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.
Cllrs 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** – to agree that Dispensations received from Cllrs be discussed and agreed by the full Council at start of meetings.
 - 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.
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.
7. **County/District Cllrs Reports**
8. **Standing Orders** – to review.
9. **Financial Regulations** – to review.
10. **To consider the Council's Scheme of Delegation** and to adopt as drafted.
 - a. **To appoint Cllrs to the following:**
Staffing Working Party – for Clerk and Lengthsman.
Planning Working Party
Clerk's Finance Support Group
11. **To appoint volunteers to the following roles:**
Footpaths Officer/Tree Warden
12. **To consider appointment of representative to outside bodies:**
 - a. Pensax Village Hall Committee.
 - b. Worcestershire County Association of Local Councils Meeting Executive (2 Cllrs).
13. **Minutes:** To consider adoption of the minutes of the Parish Council Meeting held on 19th March 2018.
14. **Progress reports** for information
 - a. **BT Box** – update.
 - b. **Community Speedwatch** – update.

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- c. **Broadband** – update.
 - d. **Data Protection Law changes May 2018** – update.
15. **Reports on Meetings attended by Clerk or Councillors:**
SWDP Review -Briefing for Parish Councils - 20th March, MHDC Conference - 9th April
16. **Finances:**
- a. To consider payments to be made as on list presented at meeting.
 - b. To report receipts since last meeting.
 - c. To agree Bank Reconciliation for Current Account – March/April 2018.
 - d. To agree to continue membership of Worcestershire County Association of Local Councils total cost £199.51.
 - e. **Internal Auditor Appointment** – Chairman to report on his meeting with newly appointed auditor.
 - f. **Internal Audit Review** (circulated) – To confirm all matters are being adhered to.
 - g. **Certificate of Exemption from External Audit (circulated)** – To agree Council qualify to sign this document having income and expenditure below £25000.00 for 2017-18 and to confirm all other requirements are met.
 - h. **Annual Governance Statement** (circulated) - To agree Council are adhering to all the requirements.
 - i. **Internal Audit report** (circulated) – To agree report.
 - j. **Annual Return/End of Year Accounts** (circulated) - To agree accounts and to agree to sign all relevant papers.
17. **Planning:**
- a. Plans circulated since last meeting – **None**
 - b. Decisions received since last meeting – **None**
 - c. Plans for comment on tonight – **None**
 - d. **14/01586/FUL – APP/J1860/W/15/3133352 – Ridding Coppice, Worles Common, Stockton – Update on Enforcement Action.**
18. **Road report:**
- a. Lengthsman - Progress report.
 - b. Any problems to report.
19. **Welcome Pack for Residents** – to discuss.
20. **Smart-water initiative from Police** – to discuss response from residents.
21. **Pensax Village Hall** – to discuss granting funds to Hall following financial report from Trustees.
22. **Annual Parish Meeting** – to discuss issues that may arise.
23. **Correspondence for Information** - A list of items will be available at the meeting.
24. **Clerks report on Urgent Decisions since last meeting. None**
25. **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.
26. **Date of next meeting: - 16th July 2018 at OLD CHAPEL HALL, Menith Wood**
27. **Meeting Closed.**

Signed *Sue Burrows*
Clerk Sue Burrows

Date 16th May 2018