

# **EASTHAM PARISH COUNCIL**

**Chairman Paul Arnold, Mike Adams, Joyce Horsfall,  
Ian Matravers, Stuart Ward, Jen Jones, Adrian Worsley**

## **To Members of Eastham Parish Council**

You are summoned to attend the

## **Annual Meeting of Eastham Parish Council**

**on Tuesday 22nd MAY 2018 in Eastham Memorial 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: Councillors are reminded of the need to update their Register of Interests as required.
  - 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** – as received at 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 (circulated)** – to review.
- 9. Financial Regulations (circulated)** – to review.
- 10. To consider Councils Scheme of Delegation as drafted** (circulated).
- 11. To appoint Cllrs to the following:**
  - a. Staff Working Party for Clerk and Lengthsman.
  - b. Planning Working Party.
  - c. To agree Finances are overseen at meetings.
- 12. To discuss Insurance renewal from 1<sup>st</sup> June 2017** (circulated).
- 13. To appoint volunteers to the following roles:**
  - a. Footpath Officer/Tree Warden.
- 14. To consider appointment of representative to outside bodies:**
  - a. Eastham Memorial Hall Committee.
  - b. Worcestershire County Association of Local Councils Meeting Executive (max 2 Cllrs).
- 15. Minutes:** To consider adoption of the minutes of the Annual Parish Council Meeting held on 27<sup>th</sup> March 2018 (attached).
- 16. Progress reports** for information: None.

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## 17. Reports on Meetings attended by Clerk or Councillors:

MHDC Conference

## 18. 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 March 2018 and April 2018 (circulated).
- d. To agree to continue membership of Worcestershire County Association of Local Councils total cost £141.23.
- e. **Internal Audit Review** (circulated) – To confirm all matters are being adhered to.
- f. **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.
- g. **Annual Governance Statement (circulated)** – To agree Council are adhering to all the requirements.
- h. **Internal Auditors Report** (circulated) – To agree report.
- i. **Annual Return/End of Year Accounts** (circulated) - To agree accounts and to agree to sign all relevant papers.

## 19. Planning:

- a. Plans received since last meeting – **None**.
- b. **Decisions received since last meeting – None.**
- c. **Plans for consideration at this meeting –**  
**18/00625/FUL – Land at (OS 6708 6834), Eastham – Timber Lodge for use as holiday let.**
- d. **Update from MHDC regarding – 14/01640PDU and 14/01127/FUL – Oaktrees Caravan, Highwood.**

## 20. Road report:

- a. **Lengthsman** – monthly update.
- b. Any problems to report.
- c. Outstanding queries –
  - **Grit bins in Parish – update.**

## 21. Eastham Memorial Hall –

- a. Parish Council Working Party Meeting 1<sup>st</sup> May 2018 – To agree notes and report to PC.  
To agree final details on Lease as follows-
- b. **To discuss rent to be entered on Lease document.**
  - (i) The proposal is to charge agreed rent of £250.00 on Lease.
  - (ii) The proposal is to enter a nil rent on the Lease.
  - (iii) The proposal is to enter 'if demanded' after rent paragraph on Lease.
  - (iv) The proposal is to enter 'if demanded' after Insurance paragraph on Lease.
- c. **Letter to Trustees**
  - (i) The proposal is to agree to word a letter that confirms the PC will not demand a rent from Trustees up to May 2019.
  - (ii) The proposal is to agree to word a letter that confirms the PC will not demand a rent from Trustees up to May 2023.
  - (iii) The proposal is to agree to ask Trustees not to charge hiring fee for PC use of Eastham Memorial Hall.

## 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 to raise items for future agendas. Cllrs are respectfully reminded that this is not an opportunity for debate or decision making.

## 25. Date of next meeting – 26<sup>th</sup> September 2017

## 26. Meeting Closed

Signed *Sue Burrows* Date 18<sup>th</sup> May 2017

Clerk to Eastham Parish Council