

ROUS LENCH PARISH COUNCIL

Temporary Clerk to the Council: Lynn Stewart, The Rectory, Church Lane, Bishampton, WR10 2FA
Tel. 01386 462067

To Members of the Parish Council - You are duly summoned to attend the **Annual Meeting of Rous Lench Parish Council**

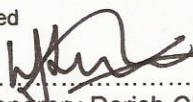
to be held at the **Village Hall at 8:00pm on Thursday 31st May 2018**, to convene after the Annual Parish Meeting which commences at 7:30pm.

This meeting is open to the press and public. Residents are welcome to attend and may address the meeting during Public Question Time.

Draft Agenda

1. **Election of Chairman and Declaration of Office**
 2. **Apologies:** to receive apologies and approve reasons for absence
 3. **Election of Vice-Chairman and Declaration of Office**
 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.
Written requests for the council to grant a dispensation (S33 of the Localism Act 2011) are to be with the clerk at least four days prior to a meeting. Councillors who have declared a Disclosable Pecuniary Interest or 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 be a criminal offence.
- 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 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 memoire.
5. To consider any request for the Council to grant a dispensation
 6. **Minutes:** to approve the minutes of the last Annual Meeting of Parish Council dated May 22nd 2017, and minutes of the Ordinary Meeting of the Council dated 19th March 2018.
 7. To review and adopt the Councils Financial Regulations
 8. To review and adopt the Councils Standing Orders
 9. To review and adopt the Councils Scheme of Delegation
 10. To review and adopt the Councils Risk Assessment
 11. **PROGRESS REPORTS:** for information
 - a. **Clerks Report** for May – Clerk to update Council. Including GDPR and Proposed Payments to be approved.
 - b. **New Home Bonus** – to discuss responses from flyer.
 12. **County & District Councillors' reports**
 13. **Parish Lengthsman Report**
 14. **Crime Report:** report for information of Councillors and members of public.
 15. **Planning:**
Planning Application Reference: 18/00397/CU - The Caravan, Radford Road,
To consider/review planning applications since last meeting.
 16. **Finance:**
 - a. To approve Insurance Renewal – subject to availability of documents.
 - b. To consider and move to make payments presented by Clerk
 - c. **Annual Return and Governance Statements to be presented for approval at an Extra-Ordinary Meeting of the Council in June 2018, date to be confirmed by Temporary Clerk.**
 17. **Correspondence:** Clerk to report on Correspondence received since previous meeting of Council.
 18. **Parish Councillors' reports and items for future agenda:** Councillors may use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas.
 19. **Clerk's report on Urgent Decisions** made under delegation since last meeting.
 20. **Date of next meeting:** to confirm the date of the next meeting which will be an Extra-ordinary Meeting of the Council to approve Annual Return and Governance Documents – date tba. The next scheduled meeting will be on July 16th 2018

Signed


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Temporary Parish Clerk – Lynn Stewart