

Grimley Parish Council

clerkgrimleypc@gmail.com

Clerk: Mrs Lisa Stevens

Tel: 01905 820956

9 The Limes
Kempsey
Worcester
WR5 3LG

Monday 5 June 2017

Dear Councillor,

Notice is hereby given that a Meeting of Grimley Parish Council will be held on **Monday 12th June 2017** at **7.30pm** in The Peace Hall, Sinton Green when the business set out in the agenda below will be transacted. Your attendance at the meeting is requested.
Yours faithfully, Lisa Stevens, Clerk & Responsible Financial Officer

The press and public are also cordially invited to attend this meeting to address the Parish Council on matters concerning the Parish (at the allotted point in the agenda), observe proceedings or to inspect draft minutes of previous meetings.

Agenda

1	To consider any apologies for absence.
2	<p>Declarations of interest.</p> <ul style="list-style-type: none"> a. Register of interests: To note any updates received. b. To declare any Disclosable Pecuniary Interests relevant to the agenda. c. To declare any Other Disclosable Interests relevant to the agenda. d. To declare any additions to the Register of Gifts & Hospitality. e. To consider written requests from Councillors for the Parish Council to grant a Dispensation (S33 of the Localism Act 2011). Motion to approve requests. <p><small>Councillors are reminded of the need to update their register of interests. Councillors who have declared a Disclosable Pecuniary Interest, or any Other Disclosable Interest (falling within terms of paragraph 12(4)(b) of the Code of Conduct), must leave the room for the relevant items unless a dispensation has been requested/granted.</small></p>
3	<p>Co-option - filling one vacancy for Parish Councillor</p> <ul style="list-style-type: none"> a. To discuss previously circulated applications for the vacancy, invite candidates to speak/put questions to the Chair and for Councillors to ask questions arising. <u>As of 10pm 1st June 2017 there are two candidates.</u> b. Secret ballot of candidates. <p><small>Note to Members: The process shall be that Members will each vote for two candidates - the two with the greatest number of votes will be appointed. In the case that one candidate wins a majority and the remaining two candidates draw in the number of votes, a fresh vote will be taken between those remaining two candidates. In the event of a tie the Chairman shall have the casting vote.</small></p> <ul style="list-style-type: none"> c. Paperwork associated with new Parish Cllrs, Declaration of Interests, Acceptance of Office and formal welcome from Chair. Newly appointed Member welcome to join the table and take part in debate from this point in the agenda.
4	<p>Minutes of previous meetings – Motion to approve previous minutes.</p> <ul style="list-style-type: none"> a. 22nd May 2017 Annual Meeting of Grimley Parish Council. b. 22nd May 2017 Grimley Parish Council Meeting.
5	<p>Public question time.</p> <p>Standing orders to be suspended to allow the public present to address the Parish Council on any matters relating to Grimley Parish. Residents are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for future consideration. This item to be limited at the discretion of the Chair.</p>

6	To Receive the Report of the County Councillor – Phil Grove. (Items raised for decision will appear on the agenda for the next meeting)
7	To Receive the Report of the District Councillor – Dean Clarke (Items raised for decision will appear on the agenda for the next meeting)
8	PCSO report on recent crime incidents, with opportunity for public questions.
9	Monkwood Green – To receive and discuss updates and formulate Motions not requiring written notice. <u>Option for public contributions at this point.</u> a. Monkwood Green and future options for care and maintenance. Summary of public feedback and comments received after closure of public consultation. Debate next steps. b. Update on corner repair damage caused by bin lorry in 2015/16.
10	Parish wide facilities – To receive and discuss updates and formulate Motions not requiring written notice. a. Tree survey – Update from Cllr Marsh. b. Velo route (closed roads in Holt area Sept 2017).
11	Reports from Representatives - To receive and discuss updates and formulate Motions not requiring written notice. a. Peace Hall Management Committee b. Tarmac Quarry Liaison Committee. c. Grimley Smaller Charities.
12	Audit Finance – To sign off audit paperwork prior to sending to external auditors. a. To consider and motion to approve procedures and paperwork in connection with the Annual Audit Return. i. Clerk to certify the Accounting Statements. ii. Consider the internal audit work during the year. Review of procedures for internal checking of banking. iii. To note advisory comments received after completion of 2015/16 annual audit. iv. Approve the Annual Governance Statement. <i>Chair and Clerk to minute, sign and date the Annual Governance Statement Section 1 of the Annual Return for the year ending 31 March 2017.</i> b. To consider and motion to approve procedures and paperwork in connection with the Annual Audit Return – CONTINUED. * i. Approve the Accounting Statements. <i>Chair and Clerk to minute, sign and date the Annual Governance Statement Section 2 of the Annual Return for the year ending 31 March 2017.</i> c. Approval and signature of the Declaration that the statement of accounts is unaudited. d. Approval and signature of the Notice of Commencement of the period for the exercise of public rights. e. To note that the completed annual return and notification of date of commencement of period of public rights must be sent to Grant Thornton by 23 June 2017. * Guidance for the completion of the Annual Return states that the Annual Governance Statement and the Accounting Statements can be considered and approved at the same meeting, as long as it is a meeting of the full authority and that it is clear from the minute references that the Statements were approved in the right order.
13	General Finance. a. To sign cheques relating to previously approved accounts on 22 nd May 2017. b. To consider and motion to approve the payment of outstanding accounts 12 th June 2017. c. To receive and motion to accept the Bank Reconciliation.

14	Items for future agenda. Cllrs may use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise future items.
15	Correspondence not dealt with elsewhere - To note and discuss as required correspondence already circulated to Cllrs, or available for inspection at the meeting.
16	Dates for diary. Grimley Parish Fete to be held at Sinton Green Common - Sunday 18th June.
17	Date of Next Scheduled Meeting - 17th July 7.30pm, Peace Hall, Sinton Green. The press and public are cordially invited to attend this meeting.

Appendix 1: Items for payment.

NB. Items previously approved on 22nd May 2017. Cheques could not be issued since accounts were with auditor

Worcestershire CALC	Annual Membership 2017/18.	£366.71	VAT 55.23
The Society of Local Council Clerks	Membership fee calculated £365.44*12=£4385.28 falling within the £93 payable subscription bracket (plus £8 fee)	£101	VAT nil
BT Payphones	Proposed adoption of kiosks Monkwood Green & Grimley Village. Nominal amount for contract setup.	£2.00	VAT nil
Lisa Stevens	Clerk wages [April] (£365.44 minus £13.00 PAYE)	£352.44	VAT nil
Lisa Stevens	Expenses. 2 months worth just under. Includes £22 postage. £42 mileage. £84 additional equipment for grazing on Monkwood green (security, padlocks, signage). £30 paper for audit printing, £20 farewell gift.	£233.65	VAT 34.50
Lisa Stevens	Malwarebytes. Software 1 Year Subscription for 1 Windows PC To allow purchase of malware in addition to existing firewall and security software.	£29.99	VAT £5.00
Lisa Stevens	Additional work outside contractual hours for Monkwood Green Management group. 17 hours additional work at hourly wage £11.42, between Feb & May 2017 for sheep grazing set up. (NB. Additional payment authorised 26th April 2016 minute ref 74/16 and reaffirmed August 2016.).	£194.14	VAT nil
Cllr Bryan Jones	Reimbursement. Equipment for installation of life buoys Monkwood & Sinton Ponds.	£11.23	VAT nil

Appendix 2: New items for payment from meeting 12th June 2017.

AON	Parish Council insurance policy due for renewal 1st June 2017, with prior agreed 14 day window for signing and posting cheque.	£234.90	VAT nil
Philip Moore	Internal audit 2016/17	£50	VAT nil
Peace Hall Management Committee	Donation for kitchen refurb 2017/18	£1500.00	VAT nil
Sinton Tree Surgery	Invoice 426. Emergency reduction to silver birches Oakall Green, to prevent damage to phone lines in high winds.	£240.00	VAT 40.00
Lisa Stevens	Clerk wages [May] (£365.44 minus £13.20 PAYE)	£352.24	VAT nil
Lisa Stevens	Expenses. 1 month. Includes new trough for Monkwood Green (£42.35), connecting pipes (£47.14) and fixtures.	£211.31	VAT 17.90
Lisa Stevens	£91.36. Additional work outside contractual hours for Monkwood Green Management group. 8 hours additional work at hourly wage £11.42 (NB. Additional payment authorised 26th April 2016 minute ref 74/16 and reaffirmed August 2016.). Update 07/06/2017: New tax code deducts £57.00 in total for Clerk Monkwood additional hours so far this year – therefore cheque written for £34.36	£34.36	N/A
HMRC PAYE quarter 1	HMRC quarterly PAYE – Parish Council was £54.00 in credit from previous financial year. Total bill for this 1 st quarter 2017/18 was £93.20. Therefore cheque written for £39.20	£39.20	N/A