

BAYTON PARISH COUNCIL
(Chairman), Daphne Gray (Vice Chairman), Paul Christie, Glenice Carver,
David Burns, Christine Clarke, Lester Miles, Kate Taylor

To Members of Bayton Parish Council

You are duly required to attend **Bayton Annual Parish Council Meeting** to be held on
Tuesday 18th May 2010 in **Bayton Village Hall** at
7.30pm or following closure of the Annual Parish Meeting

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 complete their register of interests.
 - b.** To declare any **Personal** interests in items on the agenda and their nature.
 - c.** To declare any **Prejudicial** Interests in items on the agenda and their nature (Councillors with prejudicial interests must leave the room for the relevant items).
- 5. 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. A Councillor with a prejudicial interest in a particular issue may address the Council on the issue during Public Question Time subject to the Councillor leaving the room in the event of an exchange on the issue between the public and the Council during this period.
- 6. Standing Orders** - to consider new Standing Orders and review as necessary.
- 7. Financial Regulations** (circulated) – to consider reviewing as necessary.
- 8. To note the Code of Conduct** – Cllrs should all have their own copies.
- 9. To consider the Council's Scheme of Delegation** (circulated) and to appoint members to the following:
 - a.** Staffing Working Party
 - b.** Planning Working Party
 - c.** Clerk's Finance Support Group
- 10. Council's Risk Assessment (circulated) and Insurance** – to review.
- 11. To appoint volunteers to the following roles:**
 - b.** Footpaths Officer
 - c.** Tree Warden
- 12. To consider appointment of representative to outside bodies:**
 - a.** Bayton Village Hall Committee (1 Cllr).
 - b.** Worcestershire CALC Meeting Executive (2 Cllrs).
- 13. Minutes:** To consider adoption of the minutes of the last meeting of the Council held on 19th April 2010. (attached).
- 14. District/County Councillors reports** for information.

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- 15. Progress reports** for information.
- a. **Housing Needs Survey** – update.
 - b. **Village Hall** –
 - **Documents re.** Countryside Agency Grant.
 - **Footpath surface by hall/school** and
 - **Responsibilities of this Parish Council when holding land as Custodian Trustees** – confirmation of responsibilities received from PC Solicitor.
 - c. **Mowing Footpath by B4202** – update.
 - d. **LEADER Grant** – Coronation Corner – update.
 - e. **Youth Club** – meeting at Martley on 6th May - update.
 - f. **Parish Improvements** - Further suggested improvements to Bayton Parish.
- 16. Reports on Meetings attended by Clerk or Councillors:**
- a. Village Hall Meeting.
- 17. 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 Current and Investment Accounts - April 10.
 - d. Business Rate Relief Clows Top PO- To consider supporting this business as per information circulated.
 - e. To receive Internal Auditors Report.
 - f. To sign papers for External Auditor including Annual Governance Statement (circulated).
- 18. Planning:**
- a. Plans circulated since last meeting – None.
 - b. Decisions received since last meeting – None.
 - c. Plans for comment on tonight – None.
- 19. Road report:**
- a. Lengthsman –Monthly progress report.
 - b. Any problems to report.
 - c. Outcome of outstanding queries.
 - HGV sign for Bayton Roads from B4202
 - Clows Top crossroads signage
- 20. Correspondence for Information:**
A list of items will be available at the meeting.
Two Cllrs not receiving emails have given Clerk an email address for her use only.
- 21. Clerks report on Urgent Decisions since last meeting.**
- 22. 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.
- 23. Date of next meeting: - TUESDAY 15th June 10**
- 24. Meeting Closed.**

Signed-----Date 11th May 2010
Clerk Sue Burrows