

SEVENHAMPTON PARISH COUNCIL

To all members of the Council

You are hereby summoned to attend the **Parish Council Meeting** to be held at Rhodes Memorial Hall on **Monday May 20th 2019 at 7.30pm** for the purpose of transacting the following business.

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND and there will be a **Question and Answer** session, if required, for Members of the Public wishing to raise questions.

Belinda Holder

14th May 2019

(Clerk to Sevenhampton Parish Council)

A G E N D A

1. Opening address by outgoing Chairman
2. Election of Chairman for 2019/20 and to receive the Declaration of Acceptance of Office form
3. Election of Vice Chairman for 2019/20 and to receive the the Declaration of Acceptance of Office form
4. Signing of Declarations of Acceptance of Office by new /re-elected councillors and the distribution of Register of Interest forms
5. To record attendance and accept apologies for absence
6. Public Session - Questions & Answers
7. Declarations of interest in any item on the agenda
8. To approve the minutes from the last Council meeting and consider matters arising:
 - a. To confirm that the ICO is now paid by Direct Debit
9. To confirm that the Parish Council wish to certify themselves as exempt from a limited assurance review under section 9 of the Local Audit (Smaller Authorities) regulations 2015 and to authorise the Chair of Council to sign the Certification of Exemption
10. To approve the independent auditor's report, to discuss any findings and approve the invoice for payment
11. To consider, approve and sign the Annual Governance Statement
12. To consider, approve and sign the Accounting statement
13. To discuss the future of the *Village Live* newsletter, which is in jeopardy of finishing.
14. To discuss the damage to verges along Gassons Lane caused by large, wide vehicles and to identify a course of action.
15. Clerk's report including:
 - a. Police report
16. Financial Matters
 - a. To advise of the renewal of Discount Domains (£15.59)
 - b. To approve renewal of Insurance policy in the sum of £216.50
 - c. To approve salary and expenses for outgoing clerk in the sum of £508 and £93.89 respectively
 - d. To approve the salary for the incoming clerk of April £224.50
 - e. To approve the salary for the incoming clerk of May £224.30
 - f. To approve payment of future monthly salary by standing order in the sum of £224.30
 - g. To approve the payment of PAYE for April of £56.00
 - h. To approve the payment of PAYE for May of £56.20
 - i. To approve expenses for incoming Clerk for April/May in the sum of £73.10
 - j. Presentation of financial update for April 2019

- k. **Presentation of on-going budget analysis**
- l. **To approve payment to Mr Lewis grass cutting in sum of £95.00 paid 22/4/19**
- 17. **Planning Matters- To confirm process for Council consideration of planning matters**
- 18. **To consider if Council would like to agree a representative to attend “no crash” meetings**
- 19. **Council to agree if it wishes to start the co-option process by publicising vacancies (2) and closing date of expression of interests to be received by clerk via email with a view to co-option being agreed at July 19 council meeting**
- 20. **To agree protocol for future website/notice board posting of agendas**
- 21. **To confirm if Council would like to review its standing orders, financial regulations and other policies at July meeting**
- 22. **To confirm date of next meetings as 15th July 2019, 16th September, 18th November, 20th January 2020 and 16th March.**

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, pregnancy & maternity, religion or belief, sex & sexual orientation, marital status and any disability), Crime & Disorder, Health & Safety and Human Rights.