

BECKINGTON PARISH COUNCIL

www.beckingtonparishcouncil.org.uk



Clerk: Mr Simon Pritchard Tel: 07792 478960 Email: beckingtonparishcouncil@outlook.co.uk

To: The Chairman and all Members of Beckington Parish Council
I hereby summons you to the **Annual Meeting** of the Parish Council
in in the Clifford Suite, Beckington Memorial Hall
on **TUESDAY 14th May 2019 at 7:00pm**

To resolve on the business as outlined in the agenda below - Signed: *Simon Pritchard* – Parish Clerk

- A G E N D A -

Mendip District Council, Environmental Health Officer talk – 7:00 – 7:30pm

Public participation & County and District Councillors reports 7:30 – 7:45 pm:

Before the start of the meeting fifteen minutes is put aside for questions or comments from members of the public. Any resident wishing to address the Council will have no more than 3 minutes and will need to complete a form.

Questions will not be answered at the meeting; a written reply will be given within 7 days.

Once the meeting has started members of the public are reminded that they have no right to speak.

The District & County Councillors are invited to make a report to the Parish Council in this time as well.

Formal meeting to start no later than 7:45 pm

1. Election of Parish Council Chairman for the Municipal Year 2019/20

2. Apologies for absence

3. Declarations of pecuniary interests and dispensations to participate:

Members are reminded of their responsibility to register their interests with MDC and to keep that register up to date.

4. Adoption of previous Annual Meeting minutes:

- **Tuesday 8th May 2018**

5. Appointment of Members roles / portfolios:

Members are asked to make appointments to the following posts:

- Planning & Development Portfolio**
- Deputy Planning & Development Portfolio**
- Local Environment Portfolio**
- Highways & Transport Portfolio**
- Footpaths & Rights of Way rep**
- SALC & MDC rep**
- Allotments (x2)**
- Rudge Rep**

6. Appointment of HR Panel:

Members to appoint two Members to serve on the HR Panel. The Clerk recommends Cllr Bishop and the Chairman ex officio.

7. Appointment of Charity Trustee Beckington Memorial Hall:

Members to appoint one person to the Memorial Hall Committee to act as a trustee and attend the meetings.

8. Calendar of Meetings for the Municipal Year 2019/20

Members to agree the calendar of meetings for the coming year.

9. Council's Code of Conduct:

Members to adopt a code of conduct.

10. Standing Orders:

Members to review and adopt the model standing orders.

11. Risk Assessment 2019/20:

To review the 2019/20 risk assessment and adopt.

12. Financial Regulations Policy:

To review the Council's Financial Regulations Policy and adopt.

13. Parish Council Assets list:

Members to inspect the assets list and adopt.

14. Annual Council Subscriptions:

To agree payment of £287.43 - Somerset Association of Local Councils.

15. Annual Insurance Premium:

To receive and approve payment of the Councils insurance £403.07

16. Clerks Salary Payment:

To pass a resolution to Pay the Clerks agreed salary in 12 monthly instalments, with the appropriate payments deducted using PAYE and sent to HMRC. All overtime to be authorised by the HR panel before being carried out.

17. Appointment of Bank Signatories:

The Council should appoint three bank signatories. Currently the Council has two; Cllrs Winterbourne & Wright. Members are asked to confirm three appointments for 2019/20.

18. Delegated Power – Planning & Tree Applications:

To give delegated power to the Clerk to respond to planning and tree applications on behalf of the Council, in consultation with the Planning and Development Portfolio holder and Deputy holder.

19. Internal Audit 2018/19:

To receive the internal audit 2018/19 report and to resolve upon any recommendations.

20. Annual Governance Statement 2018/19:

To consider and approve the Council annual governance statement:

21. Annual Accounting Statement 2018/19:

To consider and approve the Councils annual accounting statement.

22. Declaration of being exempt from external audit:

- A. Members are asked to consider if the Council qualifies to declare itself exempt from external audit.
- B. Members are asked to consider declaring the Council exempt from external audit or to submit the Council for a limited assurance review.

Agenda Item: 8 - Calendar of Meetings

The Council has been meeting on the second Tuesday of the month over the last year. A forward booking for the Clifford Suite has been made for this day. Member need to resolve if to stick with the same meeting day or change it. Member also need to agree what months meetings will be held in.

Suggested meeting months:

- June
- July
- September
- October
- November
- January
- February
- March
- April
- May (Annual Meeting)

The Annual Parish Meeting can take place any time between the 1st March and the 1st June, Member do not need to book in the date of the meeting now as the Parish Council Chairman can call the meeting.