

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 the Preschool room, **Beckington Baptist Chapel**
on **TUESDAY 8th May 2018 at 7:30pm**

To resolve on the business as outlined in the agenda below:

Signed: *Simon Pritchard* – Parish Clerk

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

Before the start of the meeting some time 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 Councilors are invited to make a report to the Parish Council.

- A G E N D A -

Formal meeting to start no later than 7:45 pm

1. **Election of Parish Council Chairman for the Municipal Year 2018/19**
2. **Election of Vice-Chairman for the Municipal Year 2018/19**
3. **Apologies for absence**
4. **Declarations of pecuniary interests and dispensations to participate:**
5. **Adoption of previous Annual Meeting minutes:**
 - Tuesday 16th May 2017
6. **Appointment of Members roles / portfolios:**

Members are asked to make appointments to the following posts:

 - a. **Planning & Development Portfolio**
 - b. **HR & Resources Portfolio**
 - c. **Local Environment Portfolio**
 - d. **Highways & Transport Portfolio**
 - e. **Reps:**

Footpaths & Rights of Way	Allotments (Will need to assist with the setting up of an association ASAP)
Internal Checker	Site Visits & Tree Applications (x2)
SALC & MDC area meetings	HR Panel x3

7. **Appointment of Charity Trustees:**

Members need to appoint one person to the following Charities to act as a trustee and attend the meetings.

a. Beckington Charities

b. Beckington Memorial Hall

Members are reminded that these appointments must be placed on the Members register of interests.

8. Calendar of Meetings for the Municipal Year 2018/19

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

9. Council's Code of Conduct:

Members are asked to adopt a code of conduct.

10. Standing Orders:

Members are asked to adopt the latest version of NALC 's model standing orders (2018)

11. Parish Council Assets list:

Members are asked to inspect the assets list and confirm its accuracy

12. Annual Council Subscriptions:

a. Somerset Association of Local Councils - £271.88

13. Annual Insurance Premium:

To received and approve payment of the Councils insurance (To be tabled)

14. Clerks Salary Payment:

To consider passing 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.

15. Appointment of Bank Signatories:

The Council need to appoint three bank signatories. Currently the Council has two; Cllrs Wright & Beresford. Members are asked to confirm three appointments for 2018/19

16. Delegated Power – Planning & Tree Applications:

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

NB: This power will normally only be enacted when there is no scheduled meeting for the Council to receive the applications before the deadline.

17. Earmarked Reserves Review:

The Council finished last year with an underspend in its precept of about £3,602.33. Members are asked to consider allocating this money to the capital projects earmarked fund, rather than the general reserve. (£1,168 was from the dog bins that was not spent, also the Council had budgeted £1,080 for a new website and then received a grant.)

18. Internal Audit 2017/18:

To receive the result of the internal audit 2017/18 and to resolve upon any recommendations.

19. Annual Governance Statement 2017/18:

To consider and approve the Council annual governance statement:

20. Annual Accounting Statement 2017/18:

To consider and approve the Councils annual accounting statement.

21. 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.

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

With the Annual Council Meeting being held in May. As 2019 is an election year, the Clerk has to call the Annual Meeting of the new Council within 14 days of the election to enable the new Council to take office. For a short time, between the day of the election and the forming of the new Council, there will be no Council. The Clerk is the only constant and remains in post.

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 at any point in this date slot, giving 7 working days notice.