

# BEECH PARISH COUNCIL

Clerk to the Council: Mrs Louisa Thomson  
Telephone 01420 562130 E-Mail: [clerk@beechpc.com](mailto:clerk@beechpc.com)

15 May 2018

Dear Councillor

Please note that you are hereby summoned to attend the Annual meeting of Full Council to be held at Beech Village Hall on **Monday, 21<sup>st</sup> May 2018 at 7.30pm.**

**Members to please note, Public Question Time starts at 7.15 pm. (Non-agenda items)**



Louisa Thomson

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## AGENDA

### Part I

1. **Election of Chairman** (signing of Declaration of Acceptance of Office)
2. **Co-option of additional Council Member(s)**  
Council currently has two vacancies which can be filled by co-option. Any new Councillor(s) must complete Declaration of Acceptance of Office before joining the meeting.
3. **Election of Vice-Chairman**
4. **Apologies** for Absence
5. **Minutes**
  - a) To sign amendment to minutes of meeting held on 9<sup>th</sup> April 2018.
  - b) To sign as a correct record the minutes of the meeting held on 30<sup>th</sup> April 2018.
6. **Declaration of Interest** – (in accordance with East Hampshire District Council Code of Conduct adopted October 2012) Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.
7. **Public Participation** -Opportunity for the public to speak on agenda items in accordance with Standing Orders.
8. Report of **County Councillor** – for information only.
9. Report of **District Councillor** – for information only
10. **Internal Control System and Procedures** – Council to review its internal control systems and confirm they are current and fit for purpose, including review of the following:
  - a) **Standing Orders** – adopted February 2015, reviewed May 2017.
  - b) **Protocol for Reporting at Meetings** [Annex to Standing Order No. 3 (I)] – adopted May 2017.
  - b) **Financial Regulations** – adopted September 2016, reviewed May 2017.
  - c) **Risk Assessment** – including review of insured risks, previously reviewed May 2017.
  - d) **Complaints Procedure** – adopted February 2016 reviewed May 2017.
  - e) **Publication Scheme** – Procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998, adopted February 2016, reviewed May 2017.
  - f) **Grant Awarding Policy & Procedure and Application Form** – Adopted January 2016, reviewed May 2017.
  - g) **Safeguarding Children, Young People And Vulnerable Adults Procedure** – Adopted March 2017.

11. **Traffic Management**
- I) Community Funded Initiative**
- a) Review and decide upon proposals received from Hampshire County Council.
  - b) Council to approve costs of the works estimated at £2,900 for the works plus associated fees, which would be in the region of £1,050. There may be grant assistance available from County and District Councillors.
  - c) Council to complete Community Funded Initiative Application Form.
- II) Purchase of additional speed signs**
- Council to consider a request from a member of the Speedwatch team to purchase additional signage or speed limit signs to reinforce speed limits. The approximate cost of each such sign is £47 plus about £90 for a steel pole and fittings (plus VAT). I understand that the Highways authority would charge to erect such signs.
12. **General Data Protection Regulation** – Council to review new GDPR which come into force on the 25<sup>th</sup> May using the National Association of Local Council’s toolkit.
- i) Council to go through the Action Plan and either complete the steps listed or plan when the steps will be completed.
  - ii) To adapt and adopt the template “General Privacy Notice” and the “Privacy Notice for staff, councilors and role holders”.
  - ii) Council to appoint a Data Protection Officer.
  - iii) Council to nominate Councillor(s) to carry out Data Audit.
13. **Insurance Renewal** – Councils annual insurance, to review two insurance quotations and decide on renewal.
- a) Came & Company – Local Council Insurance minimum premium £344.74
  - b) Zurich Town and Parish Council Insurance – up to £10,000 assets £206.08
14. **Internal Auditor** – Appointment of internal auditor, Mr Allen Leech has confirmed he is willing to continue.
15. **Chairman’s Allowance** – Council to decide on level of Chairman’s Allowance for 2018/19, budgeted £50.
16. **Annual Governance and Accountability Return 2017-2018**
- a) Council to decide if they want a Limited Assurance Review carried out by PKF Littlejohn LLP who have been appointed as external auditor, the review will cost £200 plus VAT.
  - b) If Council decide not to have a Limited Assurance Review then the Certificate of Exemption must be completed and signed.
  - c) Nominate Councillors to me with Clerk to carry out review of Annual Accounts for year ending 31<sup>st</sup> March 2018 including Annual Governance and Accountability Return, Significant Variances Report and Bank Reconciliation – to report at June meeting.
17. **Accounts 2016-2017** - Council to approve the following payments:
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| a) Salary, Allowance and Administration Expenditure (May 18) | TBA       |
| b) Hampshire County Council Pension Contribution (May 18)    | TBA       |
| c) HM Revenue & Customs – PAYE (April – June 18)             | Not Due   |
| d) DCK Beavers Ltd – Monthly payroll processing              | £30.00    |
| e) The Terra Firma Consultancy Ltd – Neighbourhood Plan      | £2,419.58 |
| f) LCR Subscription  | £17.00    |
| g) OCS Group UK Ltd – SLR deployment                         | £73.44    |
| h) Zurich Municipal or Came & Company – Insurance renewal    | TBC       |
18. **Confidential Business** – Council to resolve that members of the public and press be excluded from the meeting for Part II so that matters of a confidential nature can be discussed.
- Part II
19. **Clerks Annual Appraisal** – Report from Ian Hardy and Ruth Duffin following Clerk’s annual appraisal carried out on Friday 27<sup>th</sup> April 2018.
20. **Clerks Employment Contract** – To review Clerks Employment Contract and amend to comply with the GDPR.
- Part III (To be held in public)
18. **Meeting Dates**
- a) To approve list of scheduled Council meetings for the year (previously circulated).
  - b) To confirm the date of the next Council meeting as Monday, 25<sup>th</sup> June 2018 at 7.30 pm with public question time at 7.15pm.
19. **Close of Meeting.**