

BEECH PARISH COUNCIL

Clerk to the Council: Mrs Louisa Thomson
Telephone 01420 562130 E-Mail: clerk@beechpc.com

7th May 2019

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, 13th May 2019 at 7.30pm.**

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



Louisa Thomson

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 three vacancies which may 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** -To sign as a correct record the minutes of the meeting held on 15th April 2019.
6. **Declaration of Interest** – (in accordance with the National Association of Local Councils Model Code of Conduct adopted July 2018) 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 2018.
Council to review and adopt the new National Association of Local Councils model standing orders 2018 which replaces the 2013 version previously adopted.
 - b) **Protocol for Reporting at Meetings** [Annex to Standing Order No. 3 (I)] – adopted April 2015, reviewed May 2018.
 - c) **Financial Regulations** – adopted September 2016, reviewed May 2018.
 - d) **Risk Assessment** – including review of insured risks, previously reviewed May 2018.
 - e) **Complaints Procedure** – adopted February 2016 reviewed May 2018.
 - f) **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 2018.
 - g) **Grant Awarding Policy & Procedure and Application Form** – Adopted January 2016, reviewed May 2018.
 - h) **Safeguarding Children, Young People And Vulnerable Adults Procedure** – Adopted March 2017, reviewed May 2018.

11. **Traffic Management - Community Funded Initiative**
Council to decide on additional traffic calming measures and agree expenditure of approximately £150.
12. **St John Ambulance AED (Defibrillator) Demonstration – Saturday 15th June 2018, 10.00-12.00**
Nominate councillor to attend.
13. **Neighbourhood Development Plan**
 - a) Update from Working Party including budget update.
 - b) Agree date for additional Parish Council meeting, Monday 20th May, to review and agree any changes following the Regulation 14 Public Consultation.
 - c) Agree for planning consultant John Slater to review the Neighbourhood Plan prior to the additional meeting so his comments can be taken into consideration.
14. **Bushy Leaze Wood**
Council to decide whether to submit the Community Asset application form.
15. **Hampshire Association of Local Councils – HR Consultancy**
Council to decide whether to renew the HR Consultancy for a further year costing £180.00 including VAT.
16. **Internal Auditor** – Appointment of internal auditor.
17. **Chairman’s Allowance** – Council to decide on level of Chairman’s Allowance for 2019/20, budgeted £50.
18. **Money Market Investment Account**
One of the parish councils money market investment accounts is due for repayment on the 10th June, Council to decide how much to reinvest allowing for payment of traffic calming measures (circa £2,300) and any other expenditure.
19. **Annual Governance and Accountability Return 2018/19**
 - a) Graham Webb to report on meeting with Clerk to review Annual Accounts including Annual Governance and Accountability Return, significant variances report and bank reconciliation.
 - b) Council to complete: Certificate of Exemption, Annual Governance Statement 2018/19 and Accounting Statements 2018/19
20. **Accounts 2019 /2020 - Council to approve the following payments:**

a) Clerk’s Salary (May 2019)	TBC
b) Clerk’s Expenses (May 2019)	TBC
c) Hampshire Pension Fund (Clerk’s pension – May 2019)	TBC
d) DCK Accounting Solutions Ltd – Monthly Payroll processing	TBC
e) The Hampshire Playing Fields Association – Annual subscription	£40.00
f) Treloar Trust (IKC) – Defibrillator demonstration flyer	£17.00
g) LCR Magazine - subscription	£17.00
h) Beech Village Hall & Recreation Ground – Defibrillator demonstration	£24.57
i) Hampshire Association of Local Councils – HR Consultancy	TBC
21. **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

22. **Clerks Annual Appraisal** – Report from Graham Webb following Clerk’s annual appraisal carried out by Graham Webb and David Woodroffe on Wednesday 1st May 2019.

Part III (To be held in public)

22. **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, 20th May 2019 at 7.30 pm with public question time at 7.15pm.
23. **Close of Meeting.**