

Hawkesbury Parish Council



Notice is hereby given that the Annual General Meeting
of

Hawkesbury Parish Council

will take place on Monday 9th May 2016 at 7:30pm
in the Methodist Hall. Back Street, Hawkesbury Upton

You are hereby summoned to attend

To optimise the meeting time Councillor's are requested to read the Agenda and Minutes IN ADVANCE and to contact the Parish Clerk with any requests for clarification or further information.

Members of the Public and Press are welcome to attend

Present

- 1 **To Elect a Chair for the ensuing year and sign the declaration of acceptance**
- 2 **To take apologies for absence**
- 3 **To Elect a Vice Chair for the ensuing year and to sign the declaration of acceptance**
- 4 **To record declaration of interest from members in any item to be discussed**
- 5 **To adjourn to allow Public Participation**
- 6 **Councillors to be appointed for the following Membership of outside Bodies and subcommittees**
 - ALCA-to attend ALCA meetings and report back to the Parish Council
 - Hall Committee-to attend the Hall monthly meetings and report back to the Parish Council
 - Cemetery subcommittee-4 members of the Parish Council
 - Clerks appraisal

- Responsibility of checking
 1. Monthly finance figures at the meeting
 2. Allotment Contract-annually
 3. Footpaths
 4. Risk Assessment to be completed and reported to the Parish Council
 5. Standing Orders/Financial Regulations-review these documents with the Clerk
 6. Decision to be made on the Bank Signatories

7 **To approve the following minutes**

- 4th April 2016

8 **Parish Clerk to update the Parish Council on previous actions**

9 **Councillor's items-information only**

10 **District Councillors report information only – Cllr Hope**

11 **11.1 To Note Planning Decisions – information only**

PK16/0333/TCA	Beaufort Cottage High Street Hawkesbury Upton	Works to fell 1no. eucalyptus situated within a conservation area	No Objection
PK16/0423/LB	Pool Farmhouse High Street Hawkesbury Upton	Installation and replacement of 5no. external windows and 3no. external doors.	Approve with Conditions

12 **Finance**

12.1 Bank Reconciliation as of 30th April 2015 to be checked and approved by a Councillor

12.2 Payments to be agreed and Cheques signed in accordance with the bank mandate

A	Clerks expenses – March figure not advertised on the 4/4/16 agenda	£ 53.23
B	CRK Garden Manicures Grass Cutting payment approved on 4 th April 2016 but not advertised on the agenda	£81.77
C	Parish Clerks Expenses – April	£TBA
D	Room Hire-Methodist Hall 4 th April 2016	£
E	Newsquest Annual Assembly advert	£96.00
F	CRK Garden Manicures 19/4/16	£81.77

13 **Glebe Land update Cllr Musty's**

- 14 **Approval of the Annual Audit by Council**
 - **Section 1 Annual governance statement 2015/16-to be signed by the Chair and Clerk**
 - **Section 2 Accountant Statements 2015/16-to be signed by Financial Officer and Chair**
- 15 **Insurance renewal June 2016.**
- 16 **Parish Clerks Contract – Cllr Robinson**
 - **Contract and hours update**
 - **Letter to Bank to amend the standing order for the Clerks wages**
 - **Cilca update**
- 17 **Dog Poo-to discuss ways to help reduce the amount of dog poo in the Parish on pavements/paths**
 - **Councillors to consider an additional bin –**
 - **Posters to be designed by children and placed around the village**
- 18 **Website update-to approve the wording for each Councillor prior to it going live on the website-all Councillors**
- 19 **SOS update- Cllr Musty, Cllr Hope and Cllr Wareham**
- 20 **Housing Needs Survey – Councillors to discuss the confidential draft copy of the report. *Please note all public and press will be excluded from this part of the meeting under the Parish Councils “Standing Orders”.***
- 21 **Consultation: Replacement of community grants with Member Awarded Funding *Please may all Councillor’s read the consultation paper work prior to the meeting***
- 22 **Consultation-Substance Misuse Services Re-commissioning 2017 *Please may all Councillor’s read the consultation paper work prior to the meeting***
- 23 **Date of the next Parish Council meeting will be held on Monday 6th June 2016 in the upstairs Meeting Room, Village Hall, High Street, Hawkesbury Upton at 7.30pm**

Signed

Mrs Hazel Jones Hawkesbury Parish Clerk

Date 3rd May 2016