NOTICE

Birlingham Parish Council

June Hiden, Lamorna, Broadway Road, Birlingham
birlingham_clerk@yahoo.co.uk

To Members of Birlingham Parish Council

You are duly summoned to attend the next meeting of Birlingham Parish Council to be held on

Wednesday 15 July 2015
Village Hall
7.30pm

Agenda

Welcome

Present

1) Apologies: To receive apologies and to approve reasons for absence.

2) Declarations of Interest

a) Register of Interests: Councillors are reminded of the need to update their register of interests.
b) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
c) To declare any Other Disclosable Interests in items on the agenda and their nature.
d) Written requests for the Council to grant a dispensation (S33 of the Localism Act 2011) are to be with the Clerk at least four clear days prior to a meeting.

Councillors who have declared a Disclosable Pecuniary Interest, or Other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the code of conduct, must leave the room for the relevant items.

Failure to register or declare a Disclosable Pecuniary Interest may be a criminal offence.

3) Minutes of the previous meeting
To consider the minutes of the meeting held on 20 May 2015 and minutes to be approved. (Attached)

Appointment of Financial Support Officer – May agenda item 6 a). Not included in final copy of the minutes but on agenda and was discussed. Discuss and agree again for clarity.

See item 8 for future agenda and minutes layout.

4) Democratic Opening
The meeting is adjourned for Public Question Time.

The time allocated is at the discretion of the chairman. Residents are invited to give their views and question the parish council on issues on this agenda, or raise issues for future consideration at the discretion of the chairman. Members of the public may not take part in the parish council meeting itself. This period is not part of the formal meeting; brief notes will be appended to the minutes as an aide memoire.

5) Progress Reports
a. Footpath Warden

b. District Councillor (if not present request written report)
c. County Councillor (if not present request written report)
d. Clerk

6) Planning
   a. Report on outstanding planning applications
   b. Applications granted/refused

7) Financial Matters

   a. Bank balance

   b. The Accounts for 2015/2016 for resolution as per the spreadsheet, summary and provisions.

      For future consideration – should there be a 'provision' for the lengthsman (or contractor) for emergency works for example during bad weather, fallen trees

   c. Receipts

      £190.00 – Worcestershire County Council

      To consider payments to be made:–

      £243.80 – Zurich Municipal Insurance (cheque number 336)
      £166.73 - CALC (cheque number 338))
      £10.00 – Clerks training CALC 'preparing for a new council' (cheque number 339)
      £50.00 – Internal auditor as agreed under Finances item 17f) 20 May 2015 (cheque number 340)
      £190.00 – Lengthsman (February March) (cheque number 341)
      £128.00 - PAYE (April, May, June) (cheque number 342)
      £512.00 - Clerks pay (April, May, June) (£2,562.50 divide 4 = 640.62 less 20% PAYE) (cheque number 343)
      £25.00 – Clerks expenses (April, May, June) (cheque number 344)

   d. Future payments

      £204.00 – Lengthsman May
      £144.00 – Lengthsman June
      Village survey – pending cost calculations. Three quotes have been requested.
      £500.00 - Birlingham Village Hall contribution (as agreed budget November 2014)
      Pending – email sent to the BVH Chairman explaining reserves
      Election costs (estimate was £696.95) – no invoice received at the present time; CALC suggested consider asking for the costs to be reduced or spread them due to the reserves?

   e. Confirmation of travel allowances (as per WDC)
      Pence per mile
      Motor cycles 24.0 per mile
      Motor cars 45.0 per mile
      Bicycle 20.0 per mile
      Consideration and acceptance of the allowance amounts.

   f. Internal auditor - Confirmation of a thank you for the financial year ended 2014/2015 and request to the internal auditor to assist again next year with the Annual Return and audit of the accounts 2015/2016.
   g. Provisions/Specific Reserves: clarification. Discuss definitions of 'Specific Reserves', 'Provisions' and 'General Reserves'.

8) To consider the layout of the agenda and the layout of the minutes
The agenda should be as detailed as possible and show appendices for assistance. Discuss.
The current minutes have the democratic opening as an addendum. Discuss and agree.
In future the Clerks Report will be put on file as notes for reference only but not as an appendix to the minutes. Discuss and agreed.
Appendices will not show on the minutes in future but on the agenda and therefore (as should be good practice) in future the agenda will be put as a hard copy for reference attached on the minute file.

9) Standing Orders
Current standing orders (originally adopted in November 2003 and revised when necessary) to be discussed and reviewed in line with CALC's model standing orders. Adapt and re-draft for consideration. It was previously agreed that In future Standing Orders are to reviewed on an annual basis at the Annual Council meeting and throughout the year whenever necessary.

10) Village Survey
To discuss the progress made to date. Update on next stages.

11) Superfast Broadband
Update.

12) Review of the Council's complaints procedure
CALC have a model complaints procedure. This needs to be adapted/adopted along with Standing Orders. Deferred from last meeting.
To be drafted and adopt a standard and formal procedure for considering complaints.

13) Review of the Councils procedure for handling requests made under the Freedom of Information Act 2000 and the Date Protection Act 1998

The Freedom of Information Act 2000 allows the public access to certain types of information held by the Council in two ways: public authorities are obliged to publish certain information about their activities and members of the public are entitled to request information from public authorities. Need to make this available or advisory from the parish website and from the Clerk.

Deferred from last meeting. To draft and adopt a procedure to be included in with Standing Orders.

14) Review of the Council's policy for dealing with the press/media

There could be requests from the press or other media for an oral or written comment or statement from the Council, its Councillors or staff. This has to be handled in accordance with the Council's policy in respect of dealing with the press and or other media.

Deferred from last meeting. To draft and adopt a procedure to be included along with Standing Orders.

15) Councillors' reports and items for future agenda
Any future reports or agenda items?

Councillors may use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas.

16) Date of next meeting - To confirm the date of the next meeting which is scheduled for Wednesday 16 September at 7.30pm.

June Hiden
Clerk to Birlingham Parish Council
8 July 2015