

SEBERGHAM PARISH COUNCIL

Clerk: Veronica Stockdale, Holly House, Sebergham, Carlisle, CA5 7HS. Tel: 016974 76035. Email:clerk@seberghamwelton.org.uk

Council Members: Alan Rule (Chair), Peter Pearson (Vice Chair), Andrew Bell, Ken Graham, Maria Chesters-Bouma, Michael Stockdale, Christine Tinnion.

You are summoned to attend the **Annual Meeting** of Sebergham Parish Council on
Wednesday 20 May 2015
at 7.30pm in Welton Village Hall. Councillors who are unable to attend must inform the clerk prior to the meeting giving their reason for non attendance.

Signed
V. Stockdale,
Clerk to Sebergham Parish Council

Members of the public are welcome to attend

Agenda

Prior to the commencement of the meeting, duly elected councillors will sign a Declaration of Office, Code of conduct and complete a Register of Pecuniary Interests. Councillors should also have completed an expenses claim form.

Procedural Items

2015/5/1 Apologies Clerk to report on any apologies for absence

2015/5/2 Appointment of Chairman

The previous Chairman will invite nominations for Chairman. Following election, the Chairman will sign the Declaration of Office

2015/5/3 Appointment of Vice Chairman

The Chairman will invite nominations for Vice Chairman. Following election, the Vice Chairman will sign the Declaration of Office

2015/5/4 Dispensations

The clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.

2015/5/5 Declarations of Interest

Clerk to receive declarations by elected and co-opted members, of interests in respect of items on this agenda.

2015/5/6 Minutes 18 March 2015

Councillors are requested to authorise the Chairman to sign these minutes as a true record.

2015/5/7 Public Participation

The chairman will adjourn the meeting to allow members of the public an opportunity to ask questions or raise matters of interest.

Councillor Fairbairn will be invited to give an update on issues affecting the parish

The Chairman will then reconvene the meeting.

Governance

2015/5/8 Policy documents

A resolution of the council is requested to adopt the following governance documents. Councillors have copies of these documents and there will be the opportunity to view the documents prior to meeting.

- Standing Orders
- Financial Regulations
- Internal Audit Procedure
- Code of Conduct
- Assets Register
- Complaints procedure
- Grievance Procedure
- Equal Opportunities Policy
- Grants/Donations Policy
- Training Policy
- Publication Scheme
- Recruitment Policy
- Safety Policy
- Risk Assessment
- Procedure for Cooption
- Planning Group Terms of Reference
- Parish Council Representatives

2015/5/9 Parish Council sub groups and Appointed Representatives

A resolution of the council is requested for the following proposed representatives

- Highways representative, Councillor Pearson.
- Parish maintenance management, Councillor Rule and Councillor Stockdale
- Northern Fells representative, Councillor Pearson and Councillor Tinnion
- Planning Group, Clerk, Chairman, Councillors Stockdale, Bell and Tinnion
- Grants coordinator and agency liaison, Councillor Chesters-Bouma.
- Road Safety, Councillor Graham.
- Risk Assessment and Safety coordinators, Councillors Rule and Chesters-Bouma.
- General Parish Maintenance, Councillors Rule and Stockdale.

In all cases, any financial transactions will be managed by the clerk/responsible financial officer.

2015/5/10 Annual Subscriptions

Councillors are asked to consider renewal of the following annual subscriptions

- a. Cumbria Association of Local Councils £130
- b. Information Commissioners Office £35

2015/5/11 Annual Payments

Councillors are asked to consider the use of the following organizations requiring annual payments

- a. BDO, External Auditors (no set costs)
- b. Internal Auditor. John Christopher Leece £35
- c. Insurance. Quote with AON £217.89 including Insurance premium tax.
- d. Payment of Clerks wages by monthly standing Order
- e. Payment to Dodd & Co for PAYE and Payroll management.

2014/5/12 Meeting dates

Councillors are asked to resolve on the proposed meeting dates.

It is proposed to have meetings on the fourth Wednesday in alternate months from July.

22 July 2015

23 September 2015

25 November 2015

27 January 2016

23 March 2016 (also Parish Meeting)

25 May 2016 (Annual Meeting)

2015/5/13 Donations

Councillors to give consideration for donations to:

a.Northern Fells Group £200

b.St Kentigerns PCC £150

c.St Marys PCC £150

Business

2015/5/14 Planning Applications

PB/2015/0051 Removal of Telephone and replace with defibrillator, phone box opposite The Royal Oak, Welton.

2015/5/15 Broadband

The Chairman will report on recent developments regarding Broadband

Accounts

2015/5/16 End Year Accounts and Budget

Councillors are asked to resolve that the circulated accounts and budget are signed as an accurate record

2015/5/17 Annual Return

Councillors are asked to authorise the Chairman to sign the Annual Return of accounts.

2015/5/18 Authorisation is required for the following payments

a.Mr Carruthers & Son, ditch clearance Welton. £120.00 (inc vat)

b.Mr Graham, reimbursement for purchase of notice board keys. £11.83

c.CALC, Clerks forum, £5

d.CALC Annual Subscription, £130

e.Insurance AON, £217.89

f.Northern Fells Group, £200

g.St Kentigerns PCC, £150

h.St Marys PCC, £150

i.Clerks annual use of office and equipment, £80

20/15/19 Councillors are asked to resolve on the part two items below in order to discuss confidentially, any contracts or payments.

Agenda items part two

Items to be considered in the absence of press and public, when publicity would prejudice public interest by reason of the confidential nature of the business.

2015/5/20 Ditch Clearing

Councillors to give consideration to future arrangements for ditch clearing

2015/5/21 Grass Cutting

Councillors to give consideration to future arrangements for grass cutting

Proposed Date of next Meeting: 22 July 2015 7.30pm Welton Village Hall