

SEBERGHAM PARISH COUNCIL

Clerk: Rachael Kelly, 29 Greystoke Park Avenue, Penrith, Cumbria, CA11 9DB. Tel: 01768 863900; Email:clerk@seberghamwelton.org.uk

Council Members: Peter Pearson (Acting Chair), Alan Rule, 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 24 May 2017** 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

R Kelly

Clerk to Sebergham Parish Council

Members of the public are welcome to attend

Agenda

Procedural Items

2018/5/1 Apologies Clerk to report on any apologies for absence

2018/5/2 Appointment of Chairman

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

2018/5/3 Appointment of Vice Chairman

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

2018/5/4 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.

2018/5/5 Declarations of Interest

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

2018/5/6 Minutes 22 March 2017

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

2018/5/7 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.

2018/5/8 Appointment of New Parish Council Clerk

The appointment of a new parish council clerk to be ratified, and terms and conditions noted.

2018/5/9 Broadband

Chairman will report on recent developments regarding Broadband provision in the parish, and invite councillors to consider any further action that may be necessary.

2018/5/10 Recycling at Borrns Hill Loop Road

To consider the request for support from SPC to support a recycling collection on the Borrns Hill Loop Road.

2018/5/11 Footway lighting

To consider the letter from CALC/ABC regarding footway lighting

2018/5/12 Planning Applications

Application Number	Location	Description	Comments
2/2018/0122	Friar Row, Calbeck	Proposed agricultural building	No comments made
2/2018/0147	Replace existing timber window frames and glass with pvc and double glazed units	Sebergham Village Hall, Sebergham	No comments made

2018/5/13 Planning Decisions

None

Governance

2018/5/14 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
- Data protection policy – including GDPR
- 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

2018/5/15 Annual Subscriptions

Councillors are asked to consider renewal of the following annual subscriptions

- a) Cumbria Association of Local Councils £165
- b) Information Commissioners Office £35

2018/5/16 Annual Payments

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

- a) Internal Auditor. Sonia Hutchinson £35
- b) Insurance. Quote with BHIB £205.14 including Insurance premium tax.
- c) Payment of Clerks wages by monthly standing Order
- d) Payment of HMRC Element of Clerks Wages
- e) Payment to Dodd & Co for PAYE and Payroll management.

2018/5/17 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.

2018

24 January

28 March (also Parish Meeting)

23 May Annual Meeting

25 July

26 September

28 November

2019

23 January

27 March

22 May

24 July

25 September

27 November

Accounts**2018/5/18 End Year Accounts and Budget**

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

2018/5/19 Annual Return

Councillors are asked to authorise the Chairman to sign the Annual Statements

Councillors are asked to authorise the Chairman to sign the Annual Governance Statements.

2018/5/20 Authorisation is required for the following payments

- a) CALC Annual Subscription £165.00
- b) Insurance BHIB - £205.14
- c) Clerks Salary
- d) HMRC element of Clerks Salary
- e) Clerks annual use of office and equipment, £80
- f) S Hutchinson - £35.00

Proposed Date of next Meeting: 25 July 2018 7.30pm Welton Village Hall