

# SEBERGHAM PARISH COUNCIL

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

## To Members of Sebergham Parish Council

You are duly summoned/required to attend the next meeting of Sebergham Parish Council to be held immediately after the APM on Wednesday 22 May 2019 at Welton Village Hall.

### Agenda

|         |  |                      |                                     |
|---------|--|----------------------|-------------------------------------|
| 2020/01 | <b>Election of Chairperson</b>   |                      |                                     |
| 2020/02 | <b>Election of Vice Chairperson</b>  |                      |                                     |
| 2020/03 | <b>Acceptance of Office</b>  |                      |                                     |
| 2020/04 | <b>Apologies</b><br>Clerk to report on any apologies for absence   |                      |                                     |
| 2020/05 | <b>Dispensations</b><br>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.   |                      |                                     |
| 2020/06 | <b>Declaration of Interests</b><br>a. Register of Interests: Councillors are reminded of the need to update their register of interests<br>b. To declare any personal interests in items on the agenda and their nature<br>c. To declare any prejudicial interests in items on the agenda and their nature (Councillors with prejudicial interests must leave the room for the relevant items)   |                      |                                     |
| 2020/07 | <b>Exclusion of Press &amp; Public (Public Bodies Admission to Meetings Act 1960)</b><br>To consider whether there are any agenda items which require consideration for the exclusion of the press and public.   |                      |                                     |
| 2020/08 | <b>Minutes 27 March 2019</b><br>Councillors are requested to authorise the Chairman to sign these minutes as a true record.  |                      |                                     |
| 2020/09 | <b>Public Participation</b><br>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  |                      |                                     |
| 2020/10 | <b>Co-option of Parish Councillors</b><br>To consider any applicants for parish councillors to fill the vacancies from the recent elections.   |                      |                                     |
| 2020/11 | <b>Planning Applications</b><br>None   |                      |                                     |
| 2020/12 | <b>Planning Decisions</b>  |                      |                                     |
|         | <u>Application Number</u>  | <u>Location</u>      | <u>Description</u>                  |
|         | FUL/2019/0034  | Greenfoot, Sebergham | Erection of a riding arena (ménage) |
| 2020/13 | <b>Policies</b><br>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.<br>Standing Orders<br>Data protection policy<br>Financial Regulations<br>Internal Audit Procedure<br>Code of Conduct<br>Assets Register<br>Complaints procedure<br>Grievance Procedure<br>Equal Opportunities Policy<br>Grants/Donations Policy<br>Training Policy<br>Publication Scheme<br>Recruitment Policy<br>Safety Policy<br>Risk Assessment<br>Procedure for Co-option<br>Planning Group Terms of Reference<br>Parish Council Representatives |                      |                                     |
| 2020/14 | <b>Authorisation is required for the following payments</b>  |                      |                                     |

|                |   |
|----------------|---|
|                | <ul style="list-style-type: none"> <li>a) HMRC – £21.20</li> <li>b) R Kelly – Salary Adjustment</li> <li>c) R Kelly Expenses – £13.63</li> <li>d) R Kelly - Clerks annual use of office and equipment, £80</li> <li>e) CALC - £129.12 (Subscription)</li> <li>f) C Cripps - £35 (Audit)</li> <li>g) Welton Village Hall - £132.00</li> <li>h) BHIB - £212.49</li> <li>i) To authorise monthly payments for the Clerks Salary - £317.74</li> </ul> |
| <b>2020/15</b> | <b>Standing Order</b><br>To amend the standing order to reflect the 2019/2020 Clerks salary   |
| <b>2020/16</b> | <b>Bank Signatories</b><br>To agree on new signatories for the bank account   |
| <b>2020/17</b> | <b>Audit</b><br>To discuss the agree the audit YE 31.03.2019  |

**Proposed Date of next Meeting: 24 July 7.30pm Welton Village Hall**

**13 May 2019 - Rachael Kelly, Clerk to Sebergham Parish Council**