

# NEWNHAM ON SEVERN PARISH COUNCIL & BURIAL BOARD

**DRAFT**

**To all Members of the Public & Press**

**12<sup>th</sup> May 2015**

You are hereby invited to attend the Annual Parish Council meeting that has been arranged for Monday 18<sup>th</sup> May 2015 at 7pm in the W.I.Hut, Newnham on Severn for the transaction of business in the following Agenda.

Yours faithfully

**Dave Tingle**

*Clerk to the Council*

## **AGENDA**

- 1. To Elect a Chairman**
- 2. To Receive and Accept Apologies for Absence**
- 3. To Elect a Vice Chairman**
- 4. Adoption of Minutes of The Annual Parish Council Meeting held on 19th May 2014**
- 5. To Agree Standing Committees and remit thereof – (currently Finance and Employment, Highways, Planning & Burials )**

### **Finance**

- **To agree number of members** - Currently 5
- **To elect members of Committee**  
Currently Cllrs T. Firman (Chair)  
F. Bihlmeier, J. Larkham, C. Kenny & I. Walker

### **Highways**

- **To agree number of members** - Currently 3
- **To elect members of Committee**  
Currently Cllrs T. Firman, G Murray & J Larkham.

### **Planning**

- **To agree number of members** – Currently 3
- **To elect members of Committee**  
Currently Cllrs F Bihlmeier, C Kenny & I Walker.

### **Burials**

- **To agree number of members** – Currently 3 (inc Co opted PCC rep)
- **To elect members of Committee**  
Currently Cllrs T Firman, W Anderson & A Curtis (Co opted PCC) .

## **DRAFT**

6. **To Consider appointments of Councillors to external Bodies.**
  - **A48 Committee** currently Cllr Firman
  - **Health Forum** currently Cllr Larkham
  
7. **To Consider appointment of Liaison Cllrs to other Organisations**
  - **Allotment Association** currently Cllr Larkham
  - **Armoury Hall** currently Cllr Anderson
  
8. **To Review and Re-Adopt Standing Order and Financial Regulations**

Contains several changes identified during best practice review
  
9. **To Consider re- adoption of all remaining procedures at Annual Parish Council.** (Freedom of Information, Risk assessment, Grievance, Disciplinary, Complaints, Child Protection, Emergency Plan, Code of Conduct.)
  - To identify Champions for each procedure listed above
  
10. **Review of Asset Register** – Latest updates
  
11. **To conduct Risk Assessment of Assets**

All assets currently in Lloyds bank
  
12. **To confirm Bank Signatories (6)**

Currently Cllrs F Bihlmeier, T. Firman, C Kenny, R Mann, G Murray & I Walker Plus Clerk

**Note:** Clerks signature is for confirmation that correct procedures and Quotation processes have been followed
  
13. **To Confirm payment of Aviva Insurance, Npower utility & PWLB loan by Direct Debit**
  
14. **Confirmation of dates for Council and committee meetings during 2015/16**

Full Schedule agreed at the March PC meeting.

Note: Standing order requirements are a minimum of three ordinary meetings in addition to the Annual Parish Council Meeting.