

NEWNHAM ON SEVERN PARISH COUNCIL & BURIAL BOARD

To all Members of the Parish Council

14th May 2018

You are hereby summoned to attend the Annual Parish Council meeting that has been arranged for Monday 21st May 2018 at 7pm in the Armoury Hall, Newnham on Severn for the transaction of business in the following Agenda.

Yours faithfully

DJ Tingle

D J Tingle
Clerk to the Council

AGENDA

1. **To Elect a Chairman & complete declaration of office**
2. **To Receive and Accept Apologies for Absence**
3. **To Elect a Vice Chairman & complete declaration of office**
4. **To approve the minutes of the previous council meeting on 30th April 2018**
5. **To consider the street cleaning contract with FoDDC.**
6. **To review and approve the latest issue of the Asset Register**
7. **To receive from the clerk confirmation of insurance cover for all insurable risks**
8. **To consider and approve the latest revision of the risk register**
9. **To review current subscriptions to other bodies and agree continuation** (currently GAPTC £360, ICO £35, Allotment society £66, Glos Playing fields £50, Open space society £45)
10. **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 F. Bihlmeier (Chair)
, J. Larkham, C. Kenny & T Weeden + 1 vacancy

Note: One member of the finance committee to be a non-signatory for auditing Purposes

Highways

- **To agree number of members** - Currently 3
- **To elect members of Committee**
Currently Cllrs J Larkham & L Love + 1 vacancy

Planning

- **To agree number of members** – Currently 3
- **To elect members of Committee**
Currently Cllrs F Bihlmeier & C Kenny + 1 vacancy .

Burials

- **To agree number of members** – Currently 3 (inc Co opted PCC rep)
- **To elect members of Committee**
Currently Cllr G Murray + 1 vacancy + Mr A Curtis (Co opted PCC) .

11. **To Consider appointments of Councillors to external Bodies.**
 - **A48 Committee** currently Cllr S O’Leary
12. **To Consider appointment of Liaison Cllrs to other Organisations**
 - **Allotment Association** currently Cllr Larkham
13. **To Review and Adopt revised Standing Orders (2018 revision)**
14. **To Review and adopt financial regulations updated to Jan 16 issue**
15. **To Consider re- adoption of all procedures.**
Freedom of Information, Risk assessment, Grievance, Disciplinary, Complaints, Child Protection, Emergency Plan, & Code of Conduct
16. **To consider Adoption of a General data Protection Regulations (GDPR) procedure.**
17. **To confirm Bank Signatories and agree additional signees**
Currently Cllrs F Bihlmeier, C Kenny, L Love, S. O’Leary & T Weeden Plus Clerk
Note: Clerks signature is for confirmation that correct procedures and Quotation processes have been followed
18. **To Confirm payment of Aviva Insurance, Npower utility, Vodafone mobile & PWLB loan by Direct Debit**
note: no current PWLB loan active, approval for one received from DCLG
19. **Confirmation of dates for Council and committee meetings during 2017/18**
As per full Schedule agreed at the November 17 PC meeting.

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

Minutes of Annual parish Council Meetings are approved at the June normal PC meeting