

# NEWNHAM ON SEVERN PARISH COUNCIL & BURIAL BOARD

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

**14<sup>th</sup> May 2019**

You are hereby invited to attend the Annual Parish Council meeting that has been arranged for Monday 20<sup>th</sup> May 2019 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 29<sup>th</sup> April 2019**
5. **To review and approve the latest issue of the Asset Register**
6. **To receive from the clerk confirmation of insurance cover for all insurable risks**
7. **To consider and approve the latest revision of the risk register**
8. **To consider and confirm councils eligibility for “General Power of Competence” status**
9. **To review current subscriptions to other bodies and agree continuation** (currently GAPTC £360, ICO £35, Allotment society £66, Glos Playing fields £50,)
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) N. Hughes  
, J. Larkham, C. Kenny & T Weeden

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 S. O'Leary

### Planning

- **To agree number of members** – Currently 3
- **To elect members of Committee**  
Currently Cllrs F Bihlmeier & C Kenny & S. O'Leary.

### Burials

- **To agree number of members** – Currently 3 (inc Co opted PCC rep)
- **To elect members of Committee**  
Currently Cllr G Hughes + 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 re -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, Green Octopus utility** (clock Tower)  
**Npower utility** (changing rooms), **Vodafone mobile & PWLB loan by Direct Debit**
19. **Confirmation of dates for Council and committee meetings during 2019/20**  
As per full Schedule previously agreed.

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