

NEWNHAM ON SEVERN PARISH COUNCIL & BURIAL BOARD

To all Members of the Parish Council

27th April 2021

You are hereby summoned to the Annual Parish Council meeting arranged for Tuesday 4th May 2021 at 7.00 p.m This meeting will take place by video conferencing using Zoom. Log in details are listed below.

ZOOM Log in details

Meeting ID: 865 4456 5796

Password: 863 496

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 26th April 2021**
5. **To review and approve the latest issue of the Asset Register confirmed as correct by Cllr Bihlmeier and the clerk**
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 council's eligibility for "General Power of Competence" status**
9. **To review current subscriptions to other bodies and agree continuation**
(currently GAPTC £380, ICO £35, 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, C. Kenny & G. Moir

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 N Hughes, G Moir & 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 re adopt revised Standing Orders (2018 revision)**
14. **To Review and adopt financial regulations (2019) revision updated Feb 21**
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 continuation of payments using the BACS process and cheques.**
18. **To confirm Bank Signatories (BACS & Cheques) and agree additional signees**
Currently Cllrs F Bihlmeier, N Hughes, C Kenny & S. O'Leary Plus Clerk
Note: Clerks signature is for confirmation that correct procedures and Quotation processes have been followed
19. **To Confirm payment of PEN Insurance, Green Octopus utility (clock Tower) (changing rooms), Vodafone mobile & PWLB loan by Direct Debit**
20. **To review and agree continuation of annual RPI increases to the following: Allotment rents, Parking fees (rounded up to nearest £10) & Burial charges**
21. **Confirmation of dates for Council and committee meetings during 2021/22**
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