



To the Members of **Rooksdown Parish Council**:

You are hereby summoned to attend the Annual Meeting of the Parish Council to be held in the Rooksdown Community Centre, Park Prewett Road, Rooksdown RG24 9XA, on Monday 21 May 2018 at 7:45 pm when it is proposed to transact the business listed below.

Martin Whittaker, Clerk

Issued: 15/05/2018

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ALL MEETINGS

AGENDA

- 18/110 Election of Chairman and Vice-Chairman of the Council**
- 18/111 To receive and accept apologies for absence**
- 18/112 To receive and note any Disclosable Pecuniary Interests and requests for dispensation for items to be discussed**
- 18/113 To approve the minutes of the Rooksdown Parish Council meeting of 23 April and 30 April**
- 18/114 To discuss matters arising from the minutes**
- 18/115 Review of delegation arrangements to committees, sub-committees, staff and other local authorities**
- 18/116 Appointment of any new committees**
- 18/117 Review and adoption of appropriate standing orders and financial regulations**
- 18/118 Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses**
- 18/119 Review of representation on or work with external bodies and arrangements for reporting back**
- 18/120 Review of inventory of land and other assets including buildings and office equipment**
- 18/121 Confirmation of arrangements for insurance cover in respect of all insurable risks**
- 18/122 Review of the Council's and/or staff subscriptions to other bodies**
- 18/123 Review of the Council's complaints procedure**
- 18/124 Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation**
- 18/125 Review of the Council's policy for dealing with the press/media**
- 18/126 Review of the Council's employment policies and procedures**
- 18/127 Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence**
- 18/128 Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council**
- 18/129 Review other policies**

- Grants
- Co-option
- Equality
- Health and Safety
- Reserves
- Safeguarding
- Social media

18/130 To invite members of the public to address the meeting (up to 15 minutes in total)

18/131 To receive reports from:

- Chairman of Rooksdown Parish Council
- Clerk to the Parish Council
- County Councillor
- Borough Councillor
- Rooksdown Community Association
- PCSO

18/132 Confirmation of payments to be made during the year without further authorisation under clause 5.6 of the Financial Regulations:

- Clerks salary
- PAYE
- Phone
- Office rent
- Hall hire

18/133 To approve payments

18/134 To approve bank reconciliations

18/135 To appoint Full Power Signatories for the bank accounts

18/136 To consider increase the authority of the Chairman to be able to sign off up to 20 extra hours per month worked by the Clerk for the next 6 months, reverting back to 10 extra hours in October 2018

18/137 To discuss arrangements for councillor training - Clerk

18/138 To receive update on the allotments - Cllr Hendon

- 1 To approve the Terms of Reference Allotment Working Group meeting 26 April
- 2 To note the draft minutes of the Allotment Working Group meeting 26 April
- 3 To resolve the matter of compost bins
- 4 To approve the recommendation of the AWG for fencing
- 5 To clarify the situation with respect to non-residents of Rooksdown
- 6 To approve the Rules for Allotment Plot Tenants

18/139 To note the response to the Boundary Review

18/140 To discuss participation in the Parish Lengthsman Scheme – Cllr Payne

18/141 GDPR update - Clerk

18/142 Planning applications

1. [18/01317/LDPO](#) 8 Sheepwash Court Basingstoke Hampshire RG24 9GW. Certificate of lawfulness for the proposed conversion of loft with rear dormer. Due 31 May.
2. [18/01299/HSE](#) 44 Basswood Drive Basingstoke RG24 9SW. Erection of single storey side extension and single storey rear extension. Due 29 May.
3. Applications not on the agenda

18/143 Chairman's correspondence

18/144 Clerk's correspondence

18/145 Chairman to close meeting