



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 20 May 2019 at 7:30 pm when it is proposed to transact the business listed below.

Martin Whittaker, Clerk

Issued: 14/5/2019

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ALL MEETINGS

AGENDA

- 19/41 Election of Chairman and Vice-Chairman of the Council**
- 19/42 To receive and accept apologies for absence**
- 19/43 To receive and note any Disclosable Pecuniary Interests and requests for dispensation for items to be discussed**
- 19/44 To approve the minutes of the Rooksdown Parish Council meeting of 29 April.**
- 19/45 To discuss matters arising from the minutes**
 - 18/182 and 18/214 Apply to BDBC for bus shelters – Cllr Lovett
 - 18/273 Parish and Town Council Investment Fund
 - 19/7 improvements to pedestrian crossings for the school
 - 19/25 No Right Turn from A339 to Rooksdown Lane
 - Prepare statement – Clerk/Mahoney/Lovett
 - Letter to residents – Clerk/Mahoney
 - Speed camera - Mahoney
 - Public meeting- Mahoney/Lovett
 - 19/26.3 Cllr Taylor's grant details on website - Clerk
 - 19/36 Organise purchase of skatepark cleaning equipment – Cllrs Payne/Harris
 - 19/35 LIF – Update on LIF bid – Cllr Payne
 - 19/37 Articles for Rooksdown Reporter – Clerk
- 19/46 Review of delegation arrangements to committees, sub-committees, staff and other local authorities**
- 19/47 Appointment of committees**
- 19/48 Review and adoption of appropriate standing orders and financial regulations (see attached)**
- 19/49 Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses (see attached)**
- 19/50 Review of representation on or work with external bodies and arrangements for reporting back**
- 19/51 Review of inventory of land and other assets including buildings and office equipment (see attached)**
- 19/52 Confirmation of arrangements for insurance cover in respect of all insurable risks (see attached)**

- 19/53 Review of the Council's and/or staff subscriptions to other bodies**
- 19/54 Review of the Council's Policies and Procedures (see attached)**
- 19/55 Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence**
- 19/56 Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council. Suggested dates are:**
- June 24
 - July 22
 - September 23
 - October 21
 - November 25
 - January 22
 - February 24
 - March 23
 - April 27
 - May 18
- 19/57 To invite members of the public to address the meeting (up to 15 minutes in total)**
- 19/58 To receive reports from:**
- Chairman of Rooksdown Parish Council
 - Clerk to the Parish Council
 - County Councillor
 - Borough Councillor
 - Rooksdown Community Association
 - PCSO
- 19/59 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
- 19/60 To agree**
- 19/61 To approve payments**
- 19/62 To note current bank reconciliations and approve/sign annual bank reconciliations (see attached)**
- 19/63 To note the Internal Report and take appropriate actions (see attached)**
- 19/64 To approve and sign Annual Governance and Accountability Return 2018/19 (see attached)**
- 19/65 To appoint Full Signatories for the bank accounts**
- 19/66 To receive update on the allotments – Clerk**
- 19/67 Planning applications**
1. Applications not on the agenda
- 19/68 To discuss policy to cover applications for planning permission for the conversion of garages in Rooksdown – Cllr Payne**
- 19/69 Review of Annual Parish Meeting**

19/70 Review Christmas tree arrangements

19/71 To consider offering a free “hedgehog highway” service – Cllr Payne

19/72 Chairman’s correspondence

19/73 Clerk’s correspondence

19/74 Closed item - Exclusion of Press and Public

To discuss pension arrangements for the Clerk.

To consider passing the following resolution:

That, under Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item(s) of business on the grounds that it involves the likely disclosure of exempt, legal and contractual matters as defined in Paragraph1 of Part 1 of Schedule 12A to the Act. The Public Interest Test has been applied and favours exclusion of the information from the Press and Public.

19/75 Chairman to close meeting