

Holme East Waver Parish Council

2nd May 2018

Dear Member,

Your attendance is required at the Annual Meeting of the Parish Council to be held on Thursday 10th May 2018 following the Annual Parish Meeting in the Village Hall, Newton Arlosh.

The business to be transacted is as shown on the accompanying agenda.

Yours sincerely,

M Abbs

_____ (Clerk to the Council)

1.1 To elect chairman, who will then sign the form of acceptance of office

1.2 Apologies for absence and declarations of interest.

REQUESTS FOR DISPENSATIONS

The clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.

An on-going dispensation is in force with regard to the Precept.

DECLARATIONS OF INTEREST

To receive declarations by elected and co-opted members of interests in respect of items on this agenda.

Members are reminded that, in accordance with the revised Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting.)

Members may, however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared in the Register, as well as any other registrable or other interests.

If a Member requires advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote, he/she is advised to contact the clerk at least 24 hours in advance of the meeting.

1.3 To elect vice chairman

1.4 To elect representatives to BTC Neighbourhood Forum and Allerdale ALC

1.5 To consider re-adoption or amendment of standing orders

1.6 To appoint one member as Highways contact

2 Minutes

2.1 To approve the draft minutes of the meeting of the Parish Council held on Thursday 10th March 2018

3 Report on action taken...

3.1 ...by members of the Council

3.2 ...by the clerk

3.3 Public participation. (At the chairman's discretion)

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4 Correspondence

To review correspondence received and take any appropriate action.

- 4.1 Newton Arlosh Community Committee – letter of thanks for grant support.
- 4.2 Allerdale BC – footway lighting on poles latest situation and future stance on lighting provision.
- 4.3 ACTION for Communities – snow survey.
- 4.4 HMRC- Changes to VAT reclaim procedure.

5 New business

- 5.1 Consideration of applications for the Councillor vacancy and possible appointment.
- 5.2 Playground – report on developments since last meeting and current situation. Possible picnic table purchase. Consideration of the Inspection Report and any required action.
- 5.3 Parish Council Auditor and PAYE arrangements for 2018 to 2019.
- 5.4 Audit and Transparency Regime – CALC/Auditor update.
- 5.5 United Utilities – consideration of the situation concerning the Raby Cote Outfall Pipeline.
- 5.6 Data Protection Policy - update and possible approval of documents required.

6 Finance

6.1 Information

- 6.1.1 **To approve** annual return: governance statement.
- 6.1.2 **To approve accounts** to March 31st 2018 (circulated with this agenda)
 - print-out of Receipts & payments book; 3-year comparative summary;
 - bank reconciliation & explanation of variance;
 - bank statements to 31st March 2018
- 6.1.3 **To approve** annual return: accounting statements.
- 6.1.4 **To note** report of internal auditor.
- 6.1.5 **To examine and approve** the Certificate of Exemption from the Limited Assurance Review.
- 6.1.6 **To approve** accounts to April 30th (available at meeting)
- 6.1.7 **To note** Information Commissioner: confirmation of registration renewal to 6/4/19
- 6.1.8 **To note** VAT return situation.
- 6.1.9 **To note** Allerdale BC: £3250 precept and CTRS: £8.31 instalment 1- **£3258.31**
- 6.1.10 **To note** Via CALC – confirmation of S.137 spending limit of £7.86 per elector for 2018/19.

6.2 To approve the following payments

- 6.2.1 Clerk: salary **£323.84**
- 6.2.2 Clerk: expenses: phone and broadband £24.24, postage etc. £10.32, mileage 32 miles at 36p /mile £11.52, Total **£46.08**
- 6.2.3 CALC: subscription renewal 2018/19 – **£137.00**
- 6.2.4 AON Insurance renewal – **£378.30**
- Previous years shown provisionally the clerk will confirm the 2018/19 figure at the meeting.
- 6.2.5 P L Gauntlett: share of invoice (£100) for PAYE services **£33.00**
- 6.2.6 P L Gauntlett: internal audit fee **£50.00**
- 6.2.7 Colvilles Grounds Maintenance £55.74 + £11.15 VAT = **£66.89**
- 6.2.8 Newton Arlosh Parish Hall – Hall Hire **£125.00**

7 Highways

- 7.1 Highways steward

8 Planning.

8.1 Applications on which Allerdale BC decision is awaited.

None

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8.2 Applications decided by Allerdale BC.

None.

8.3 Applications dealt with under standing order.

8.3.1 – HRN/2018/0002 Hedgerow Removal Notice for work associated with the Raby Cote Outfall.

8.4 Applications to be considered at this meeting.

None

9.1 Documents received for comment.

None.

9.2 Documents received for information (available on request to clerk)

9.2.1 CALC Circulars for February and March.

9.2.2 Wicksteed Playground Information

9.2.3 Zurich Insurance – service information.

10.1 Any information brought by members of the Council

10.2 Any information brought by Borough Councillor.

10.3 Any information brought by County Councillor.

10.4 Any information from the clerk.

10.5 Police report

11 Meeting dates. (Provisional on item 1.5)

11.1 Date of next meeting Parish Council Meeting is **Thursday July 12th 2018 at 7. 30p.m in Newton Arlosh Village Hall**

11.2 Future date: **Thursday 13th September 2018 at 7.30p.m. in Newton Arlosh Village Hall**