

LITCHBOROUGH PARISH COUNCIL

Councillors are summoned and members of the public and press are invited to the **Annual Meeting of the Parish Council** to be held on **TUESDAY 8th May 2018 at 7.30pm** at the Village Hall, Northampton Road, Litchborough, to transact the following business:

456 Election of Chairman

457 Signing of Acceptance of Office by Chairman

458 Election of Vice Chairman

459 Open Full Council Meeting.

460 Councillors present

461 Apologies

462 Members of public present

463 Public Forum:

Members of public can raise any issue with prior notice to Clerk

464 To receive any **Declarations Of Interest** on agenda items

465 To confirm :

Minutes of the meeting held on 13th March 2018 and sign the same

Annual Items

466 Appointment of Internal Controller(s)

467 Appointment of Ncalc as Internal Auditors for 2018/2019

468 Appointment of Footpath Warden

469 Appointment of Snow Warden

470 Appointment of Tree Warden

471 Appointment of Newsletter Representative

472 Appointment of Website Representative

473 **Adopt Code of Conduct**

474 **Adopt New Model Standing Orders**

475 **Adopt 2016 Model Financial Regulations**

476 **Review the effectiveness of internal controls for finance.**

477 **Approve Risk Assessment**

Annual Return

478 To review supporting documentation, incl Asset register, reconciliations and variance report.

479 To receive Internal Audit report yr end 31 March 2018

- a) To agree and sign the Annual Governance statements 2017 – 2018
- b) To agree and sign the Annual Accounts Statements 2017-2018
- c) To sign the exemption Certificate
- d) To note public rights dates.

480 Clerks Update

481 ONGOING ISSUES

To report progress on, and to decide on any appropriate action on the following items:

- Arrangements for Dog Waste collection.
- Replacement of streetlights progress update (Cllr Lowery)
- Farthingstone Rd Light.(Cllr Lowery)
- Youth work provision
- Banking arrangements

482 To note progress on new website Cllr Brunning

GDPR compliance

483 Update from Clerk re training

- a) To appoint the Northants CALC DPO Service as the council's Data Protection Officer
- b) To adopt the Data Map
- c) To adopt the Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy
- d) To adopt the Privacy Notices
- e) To receive completed Security Compliance Checklists from all Councillors
- f) To resolve that the council registers with the ICO and pays the relevant Data Protection Fee

484 FINANCE

To note bank reconciliation as at 1st May 2018:

Current Account tba

Reserve Account tba

Cambridge Building Society Savings Account £14238.30

Less unrepresented cheques

Total

- Balance in savings includes:
 - £8943 for Section 106 funds (must be accountable as Leisure Spend)
 - £5k bus shelter donation

To note year end forecast and summary of spend to date of Section 106 funds and NHB

485 To review Clerks hours and arrangements for additional hours worked.

486 To note new pay scales received from Ncalc

487 To approve payment of following accounts:

Chq No	Amount	Incl VAT of	Payee Details
3.00	0.50	AH Contracts	Emptying dog-waste bins, March 2018
480.00	80	1PCS	2 nd phase website
403.97		L Lavender	Salary and Home Exp April May 2018+ X's
40.57	6.76	Eon	Maintenance Jan - March
413.78		Ncalc	Membership + IA
222.54	10.60	Eon	Electricity Jan - March
40		ICO	Information commission registration

PLANNING

488 To consider the following Applications:

Application No	Details	Applicant
S/2018/0695/TCA	Removal of tree (Information only)	18 Banbury Rd

489 **Annual Parish Assembly**

Review and consider actions

490 **Other matters for report only**

To discuss issues arising too late for the agenda. No decisions can be taken.

491 To receive and action where necessary the following **CORRESPONDENCE** –

Various updates as circulated

492 To receive **any items for the next Parish Council agenda**

493 To note date and time of the future meetings

Full Council meeting

Tuesday 10th July 2018, 7:30pm

Signed



L Lavender

Date

1st May 2018

email: litchboroughclerk@gmail.com