

PINVIN PARISH COUNCIL

**You are duly required to attend the Annual Meeting of the Parish Council to be held
on Tuesday 2nd May 2017
in Pinvin Memorial Hall following the Annual Parish Meeting at 7.15pm.**

AGENDA

1. Election of Chairman and signing of declaration of acceptance of office
2. Election of Vice-Chairman
3. To consider apologies and to approve reasons for absence
4. Declarations of Interest:
 - a) Register of Interests: Councillors are reminded of the need to update their register of interests.
 - b) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
 - c) To declare any Other Disclosable Interests in items on the agenda and their nature.

5. Parishioners' comments:

The meeting will be adjourned for Public Question Time

The time allocated is at the discretion of the Chairman. Residents are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for future consideration at the discretion of the Chairman. Members of the public may not take part in the Parish Council meeting itself. The period is not part of the formal meeting; brief notes will be appended to the minutes as an aide memoire.

6. To consider any requests for the Council to grant a dispensation
7. To note standing orders (attached by e-mail) and to consider a schedule for their review
8. To note the Code of Conduct (attached by e-mail)
9. To approve a Scheme of Delegation (attached) and appoint members to the following:
 - a) Staffing committee
 - b) Allotment committee
 - c) Finance committee
 - d) Complaints committee
10. To review the Council's financial regulations, risk assessment and insurance requirements
11. To appoint individual councillors to the following roles:
 - a) Lengthsman liaison
12. To approve the minutes of the previous Parish Council meeting held on Tuesday 4th April 2017
13. Matters arising from 4th April

14. Finance
 - a) Current Balances
 - b) Cheques for signing
 - c) Budget Review : 31 March 2017
 - d) Proposal to approve attached list of due payments for the financial year 1 April 2017 to 31 March 2018 which arise on a regular basis are approved for payment and shall be reported at the meeting of Pinvin Parish Council immediately following each payment.
 - e) Proposal to consider and approve Parish insurance provision for the period June 1st 2017-June 1st 2018 (details attached)
 - f) Proposal to approve expenditure @ £339.13 inc VAT for 50 litre post mounted litter bin at green area near traffic lights

15. Planning

16. Correspondence

17. Reports
 - a) County Councillor
 - b) District Councillor
 - c) Village organisations

18. EXCLUSION OF PUBLIC AND PRESS
The council is asked to RESOLVE that, under Section 100A of the Local Government Act, 1972, the public and press be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1, 2, 3 and 7 of Schedule 12A of the Act.
 - (i) Proposal to approve monthly standing order payment for Clerk's salary
 - (ii) Proposal to approve new pay rate for Parish Clerk: National Salary award 2016-2018
 - (iii) Proposal to approve Clerk's back-pay: National Salary award 2016-18 (document attached)
 - (ii) Farm Business Tenancy: Request to extend existing tenancy for an additional 10 years

19. Date of next meeting – Tuesday 6th June 2017

Nicola Harding,
Clerk to the Parish Council