

WALGRAVE PARISH COUNCIL

To all members of the Parish Council:

You are hereby summoned to attend the **Annual Meeting**
of Walgrave Parish Council to be held
Monday 14th May 2018 at 7.30pm in the Baptist Chapel School Room, Gold Street
for the purposes of conducting the business as follows:

*Members of the public and press are welcome to attend the meeting and may address Council
when invited to do so during the agenda item allocated.*

AGENDA

- 18/96 Election of Chairman** – to elect a Chairman and Chairman to sign Declaration of Acceptance of Office
- 18/97 Election of Vice Chairman** – to elect a Vice Chairman
- 18/98 Apologies:** to receive and accept apologies and to approve reasons for absence
- 18/99 Declarations of interest:** to receive any declarations of interest under the Council’s Code of Conduct related to agenda items (Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business)
- 18/100 Approval and signing of the minutes of Meeting 9th April 2018, Finance Committee meeting 16th April 2018 and APM Minutes 23rd April 2018**
- 18/101 Public address to the council** (Members of the public are invited to address the council. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their representations through the Chairman of the meeting)
- Fay Knight – Neighbourhood Watch Co-ordinator
- 18/101 Committee Membership**
1. The Finance Committee: to confirm appointment of members
 2. The Custodian Trustee Committee: to confirm appointment of members
 3. Cemetery Committee – to confirm appointment of members
- 18/102 Representatives:** to confirm the appointment of the representatives to the council
1. Footpath Wardens
 2. Tree Wardens
 3. Highway Representatives
 4. Red Springs Pocket Park
 5. VH&PFA Representative
 6. Moated Site Representative
 7. Relief in Need Charity Representative
 8. Neighbourhood Watch Co-ordinator (*F Knight*)
 9. Newsletter Editors (*P Ellis, R Knight, L Gilbert, P Gilbert*)
 10. Website Editor and Co-ordinator (*M Bailey*)
- 18/103 Policies, procedures and regulations:** to review and approve:
1. Standing Orders – new orders to be looked at following directive from NCALC
 2. Freedom of information Guide and Schedule and GDPR
- 18/104 Insurance**
1. To review and confirm the insurance provision
 2. To review and agree the asset register for insurance purposes

- 18/105 Independent Internal Audit:** to confirm the re-appointment of the NCALC Independent Internal Auditor and to agree the NCALC Internal Audit Service ‘Terms of Reference’
- 18/106 Action Plan:** To review and agree actions.
- 18/107 Action points/points for tracking:** to receive report
- 18/108 Annual Parish Meeting and action points (MG)**
- 18/109 Finance Meeting and recommendations (MG)**
- 18/110 Proposal regarding bus service/volunteer driver scheme (AS)**
- 18/111 Pocket Park development (BH)**
- 18/112 Cemetery Working Party**
- 18/113 Appointment of 2 new Councillors**
- 18/114 Future of the website (MT)**
- 18/115 Request for a specific memorial for the late Winnie Hastings – Approval/refusal by Parish Council**
- 18/116 Planning**
1. To consider and agree a response:
DA/2018/0311 - Single storey and two storey rear extension Peachfield, Kettering Road, Walgrave
 2. To receive update
- 18/117 Correspondence: to agree response/action to correspondence received**
1. Matters arising from circulated red wallet
 2. NCALC – to sign document to appoint NCALC as DPO for one year at no cost
 3. Election of Lesley Woolnough as DDC Councillor for Walgrave
 4. PCC Email - At the Annual Parochial Church Meeting on Sunday 22nd April 2018, the Walgrave St Peter's Parochial Church Council recorded their continuing gratitude to Walgrave Parish Council for their overseeing and financial support in respect of the grass mowing of the churchyard and the servicing of the clock.
- 18/118 To receive other correspondence items for information only** None.

Finance – To approve payments to the sum of £2540.07

£446.85	Clerk salary £394.00 Clerk expenses May £38.00 Travel Expenses £14.85	437
£1525.75	Maximow – grass cutting contract	438
£24.00	Meg Timlin – refund of Parish Council expenses	439
£543.47	NCALC membership renewal £371.47 Internal audit fee £172.00	440
£2540.07		

- 18/119 Approval of annual accounts for year ending 31 March 2018**
1. To receive annual accounts report
 2. To approve the annual governance statement
 3. To approve the annual return accounts and accounting statement
 4. To receive and report on Internal Audit report
- 18/120 Regular reports:** to receive any other reports *for information only*. This may include, but is by no means limited to, Maximow, Aylesbury Mains, Highways, VH&PFA, Cemetery, Pocket Park, Police, WWC, working parties
- 18/121 Agenda:** to request items for inclusion on the agenda for the next meeting
- 18/122** Forthcoming meetings:
- 1. To note the date of the next meeting:** 11th June 2018
 - 2. To note the date of the meetings for 2018:** 9th July, 10th September, 8th October, 12th November, 10th December
- Meetings commence at 7.30pm in the Baptist Chapel, Gold Street.

Signed *R Warne* 8th May 2018

Clerk: Rosie Warne, 5 Barnsdale Close, Great Easton, LE16 8SQ
Email: walgravepc@gmail.com **Chairman:**