

# St Peter the Great County Parish Council

You are hereby summonsed to attend a meeting of the Parish Council on Monday 31st October 2011 at 7.45pm in the Village Hall, St Peters. The business to be transacted is set out in the Agenda below. Members of the public are invited to attend and may address Council at the Chairman's invitation and discretion.

## **Agenda.**

- (1) **Apologies for Absence:** To formally receive any apology for absence.
- (2) **Declarations of Interest:** To include interests including those previously declared under the Code of Conduct requirements.
- (3) **Adoption of Minutes:** To agree and adopt the minutes of the Meeting of the Parish Council held on Monday 26<sup>th</sup> September 2011.
- (4) **Council Members:** The Clerk will report the position regarding the remaining Casual Vacancy, and provide copies of the 'New Councillor's Guide' to all Members
- (5) **Short Information Reports:**
  - (a) To formally receive a report from a Police Officer if present.
  - (b) To formally receive a written report from St. Peter's Warden together with any other issues outstanding.
  - (c) The Chairman will update any outstanding Council matters if possible.
- (6) **Planning Matters:**
  - (a) Council will be asked to address any consultations or planning matters.
  - (b) Council may receive any further update in respect of the South Worcestershire Development Plan consultation and agree any response, following the recent forum held at the Baptist Church on Tuesday evening 25<sup>th</sup> October
- (7) **Administrative Matters & Correspondence:**
  - (a) The Clerk will provide all relevant correspondence and administrative matters to bring the Council up to date since the last meeting.
  - (b) To consider reviewing the entire Newslink operation and limits for content/adverts.
- (8) **St Peter's Community Hall Provision:**

To receive any further update in respect of Community Hall provision; to include the current structure and membership, and any recent proposals. Council is required to obtain such information before grants are made to organisations. Currently Council provide an annual 'grant' of one thousand pounds to the Village Hall Association in view of Council usage of the facility.

*Robert Owen Jenkins*, Clerk to the Council, Careys Brook House, 53 Upton Road, Callow End, Worcester, WR2 4TZ

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**(9) Pedway Surface Conditions:**

To receive any update.

**(10) Accounts, Financial Matters:**

- (a) To consider payment of accounts as presented at the meeting, and to address any other urgent financial matter.
- (b) Members are asked to consider recommendations from the recent working group regarding the imminent budget for 2012/2013, and also two proposed crossings on St Peter's Drive, before any decision is taken on either.

**(11) Annual Review:** To receive outstanding recommendations from a Working Party meeting held on 18<sup>th</sup> July 2011 to review procedures and responsibilities.

**(12) PAYE Accounting: Confidential Session:** Council may wish to consider the current and retrospective PAYE process for the administration of employee deductions. Members are advised to decide whether or not the press and public shall be excluded . (see **Standing Order No. 68**). The Clerk declares a prejudicial interest in this matter and will leave the meeting, but respectfully requests to be informed of the outcome and respond if necessary to Council before the meeting is closed.

**(13) Confirm Date of Next Meeting:** Provisionally Monday 28<sup>th</sup> November 2011