

St Peter the Great County Parish Council

You are hereby summonsed to attend a meeting of the Parish Council on **Monday 31st October 2016 at 7:45pm** in the **Village Hall, St Peters**.

The business to be transacted is set out in this agenda. The meeting will include a maximum of 30 minutes of public participation and members of the public are cordially invited to attend. Matters raised must be within the remit of the parish council. The public will not be allowed to speak at any other time during the meeting unless by prior arrangement with the Clerk and the Chairman.

Agenda

- (1) **Apologies for Absence:** To receive apologies and approve reasons for absence
- (2) **Declarations of Interest:** To receive declarations of interest on matters before the council and to consider requests for councillor dispensation.
- (3) **Adoption of Minutes:** To agree and adopt the Minutes of the Parish Council Meeting held on Monday 26th September 2016.
- (4) **Public Participation:** The meeting will be temporarily adjourned to consider any submissions from the public.
- (5) **Reports from District and County Councillors** (by invitation of the Chairman)
- (6) **Financial Report:**
- (a) To receive a report from the Clerk on the current financial position of the Council and to approve the latest bank reconciliations.

(b) To approve the following cheque payments, including those made since the last meeting under delegated authority. (The Clerk will also submit any additional invoices for approval for payment that may be received in the period between the issue of the agenda and the commencement of the meeting of the council):

Cheque Number	Amount	Payable To	Reason for Payment
	£250.00	Mr. G. Walker	Newslink
	£120.80	HMRC	Deductions
	£60	SPVHA	Room hire
	£30.00	DCK Beavers	Payroll
	£815.00	ABC Print	Newslink
	£330.00	Dor2Dor	Newslink
	£230.25	Miss. A. Donaldson	Newslink

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(7) Correspondence and other Administrative Matters: To receive a report from the Clerk on correspondence to the council and other pertinent administrative matters.

(8) Budget 2017/18: Cllr Tucker (Finance Portfolio Holder) to lead a discussion on the framework for the 2017/18 budget and to propose the establishment of a Working Party under his chairmanship to prepare recommendations on the detail of the budget for consideration at the next council meeting.

(9) Recruitment & Appointment Policy and Procedure: Cllr Tucker (Personnel Portfolio Holder) will propose an amended policy and procedure for consideration and adoption by the council.

(8) Portfolio Holder Reports: The following portfolio holders have notified the Clerk of their wish to provide reports to the council. Other portfolio holders may also provide verbal updates to the council during the meeting with the agreement of the Chairman.

a) Green Spaces: To receive a report from Worcester City Cleaner and Greener on Warden activities and an update from Cllr Tidy regarding the work of the Friends of St Peter's Parks.

b) Planning matters: To receive an update on local planning applications from Cllr Kemp.

c) Newslink: To receive a report on a recent Newslink Working Party meeting on administrative processes relating to advertising in Newslink. Council will be asked to consider and endorse the recommendations contained therein.

d) Strategic Planning: To receive a report from Cllr Tucker on discussions with the St. Peter's Village Hall association and the anticipated costs of establishing a Parish Office.

(9) Employee Matters: Cllr Tucker (Personnel Portfolio Holder) will update the council on a confidential matter relating to the employment terms of an employee (Public excluded from the meeting for this item).

(10) Date of Next Meeting: Provisionally Monday 28th November 2016 at 7:45pm at St. Peter's Village Hall.

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