

St Peter the Great County Parish Council

You are hereby summonsed to attend the **Annual Meeting of the Parish Council** on **Friday 19th May 2017** in **St. Peter's Baptist Church** at **7.45 pm.** The business to be transacted is set out in the Agenda below. This meeting will immediately follow on from the Annual Parish Meeting and members of the public are invited to attend.

Agenda for the Annual Meeting of the Parish Council

- (1) **Election of Chairman:** Receive nominations and elect a Chairman. The duly elected Chairman will immediately take the Chair, complete the obligatory declaration and may serve for one year.
- (2) **Election of Vice Chairman:** Receive nominations and elect a Vice Chairman to serve for one year.
- (3) **Apologies for Absence:** To receive apologies and approve reasons for absence.
- (4) **Declarations of Interest:** To receive declarations of interest on matters before the council and to consider requests for Councillor dispensation.
- (5) **Adoption of Minutes:** Minutes of the meeting of the Parish Council held on 24th April 2017.
- (6) **Public Participation:** The meeting will be temporarily adjourned to consider any submissions from the public
- (7) **Councillors Portfolios:** The Council has previously adopted a policy of no formal Committees and has instead agreed and allocated portfolios / responsibilities for individual members, supported where necessary by Working Parties. Council needs to formally review that policy and if it is renewed then proceed to allocate and agree Portfolio/Responsibilities for the coming year. Members may wish to renew the current allocation En bloc or defer consideration to the next meeting.
- (8) **Standing Orders and Financial Regulations:** Review and adoption of appropriate Standing Orders and Financial Regulations.
- (9) **Arrangements with other Authorities:** Review of arrangements, including any charters with other local authorities and review of contributions made to expenditure incurred by other local authorities.
- (10) **External Representation:** Review of representation on or work with external bodies and arrangements for reporting back, including the nomination and appointment of two councillors to serve on the Worcester City Council Standards Committee.
- (11) **Inventory:** Review of inventory of land and assets including buildings and office equipment.

Signed... *R. O. Jenkins*.....Clerk to the Council

Date.....

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(12) **Insurance Cover:** Review and confirmation of arrangements for insurance cover in respect of all insured risks.

(13) **Memberships:** Review of the Council's and/or employees' memberships of other bodies. Council has recently voted to withdraw from CALC and currently holds no other external memberships. The Clerk remains eligible for membership of SLCC.

(14) **Complaints Procedure:** Review and confirmation of the Council's complaints procedure.

(15) **Information Handling Procedures:** Review and confirmation of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.

(16) **Press / Media Policy:** Review and confirmation of the Council's policy for dealing with the press/media.

(17) **Meeting Dates & Times:** Setting the dates, times and place of ordinary meetings of the full Council for the year ahead. In addition to the Annual Meeting, the minimum number of ordinary meetings shall be three.

(18) **Report from District & County Councillors:** (by invitation of the Chairman)

(19) **Financial Report:**

a) To receive a report from the Clerk that will provide draft unaudited accounts for the year 2016/2017 and will seek agreement from Council for the compliance required before submission to Auditors.

b) To receive a report from the Clerk on the current financial position of the Council and to approve the latest bank reconciliations

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

Amount	Payable To	Reason for Payment
£30	DCK Beavers	Payroll service

d) To review and if so desired, to continue with a schedule of due payments arising on a regular basis as a result of a continuing contract or obligation and to give consent under Financial Regulation 5.6 for the payment of the same until the Annual Parish Council Meeting in May 2018 when a further and revised schedule will be submitted for approval.

Signed... *R. O. Jenkins*.....Clerk to the Council

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

(21) **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 Council on Parish Warden activities and a short verbal update report from Cllr Tidy regarding the recent activities of the Friends of St Peter's Parks advisory group.
- b) **Highways:** To receive a verbal report from Cllr Walker on current Highways issues.
- c) **Planning:** To receive a verbal report from Cllr Kemp on the latest planning applications.
- d) **PACT:** To receive a verbal report from Cllr Kemp on policing and crime issues.
- e) **St Peter's Festival:** to receive a verbal report from Cllr Degville on behalf of the Festival Working Party regarding planning for the 2017 Festival.

(22) **Confirm date of next meeting:** Subject to council decision under item 17 above.

Signed... *R. O. Jenkins*.....Clerk to the Council

Date.....