

SWINFEN AND PACKINGTON PARISH COUNCIL

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Our Ref: JM

27 April 2016

To: All Members of the Parish Council

Dear Councillor

You are hereby summoned to attend the Meeting of the Parish Council to be held in the **Conference Room 1, Conference Centre, HMP Swinfen on Wednesday 04 May 2016 commencing 7.00 p.m.** at which the business set out below will be transacted.

Yours sincerely

Jayne Minor (Ms)
Parish Clerk

AGENDA

PUBLIC FORUM

A maximum of 15 minutes will be allocated prior to the commencement of the meeting when members of the public may put questions/comments on any matter in relation to which the Parish Council has powers or duties which affect the area (see notes at the end of the Agenda).

- 1. ELECTION OF CHAIRMAN OF THE PARISH COUNCIL FOR THE ENSUING YEAR FOLLOWED BY DECLARATION OF ACCEPTANCE OF OFFICE**
- 2. APOLOGIES FOR ABSENCE**
- 3. DECLARATIONS OF INTEREST AND DISPENSATION**

To receive declarations of any personal or prejudicial interest under consideration on the Agenda in accordance with the Parish Town Councils (Model Code of Conduct) Order 2007.

4. MINUTES

To approve as a correct record the Minutes of the Meeting of the Parish Council held on 02 March 2016 (Minute Nos. 79-93) (**ENCLOSURE**).

5. CHAIRMAN'S ANNOUNCEMENTS

6. HOPWAS QUARRY

Members are requested to debate the up to date position relating to Hopwas Quarry.

7. THE HIGH SPEED RAIL PLANS

Members are requested to debate the up to date position relating to the High Speed Rail Plans.

8. ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2016

Members are requested to approve the following:

- a. Accounting Statements
- b. Annual Governance Statement

in respect of the Annual Return for the year ended 31 March 2016 (**ENCLOSURE**).

9. RISK ASSESSMENT

Members are advised that the 2015/2016 Risk Assessment has been completed and there are currently no uncontrolled risks in any area of the Council's business in respect of the Parish Council's bus shelters and public notice boards (**ENCLOSURE**).

10. INTERNAL AUDITOR'S REPORT (YEAR ENDING 31 MARCH 2016)

Members are requested to receive and note the Internal Auditor's report 2015/16 (**ENCLOSURE**) and payment thereof of an invoice (**ENCLOSURE**) for undertaking an internal audit of the 2015/16 accounts for Swinfen and Packington Parish Council, in accordance with the Audit Commission guidelines.

11. APPOINTMENT OF INTERNAL AUDITOR (YEAR ENDING 31 MARCH 2017)

Members will recall that the Internal Auditor must be appointed annually. Members are requested to consider the re-appointment of Mrs Mary Danby as Internal Auditor for the year ending 31 March 2016. Mrs Mary Danby BA (Hons) FILCM, Town Clerk, Burntwood Town Council has over 20 years experience in Local Government and having no conflicting interest in the Parish Council would be able to sign the letter of independence as required by the Audit Commission. Mrs Danby would charge £25 per annum.

12. SOCIETY OF LOCAL COUNCIL CLERKS

Members are requested to consider renewal of membership of the Society of Local Council Clerks which was founded in 1972 to promote the professional standing and knowledge of full and part time Parish, Town and Community Council Clerks. The Society of Local Council Clerks is the professional body for Local Council Clerks. Cost of membership to the Society is £65.

13. STAFFORDSHIRE PARISH COUNCILS' ASSOCIATION (SPCA)

Members are requested to consider renewal of membership of the SPCA at a cost of £143 per annum.

The Association was founded in 1939 and:

- Saves you time and money by streamlining your Council's "business" using model documents.
- Provides legal/financial advice.
- Provides free quarterly newsletters to all Clerks/Councillors to keep Councils in touch with the latest developments.
- Suggests sources of funding for projects and provides guidance and advice on public sector borrowing approval
- Provides access to a database of suppliers who provide products and services for Councils, website design, Council notice boards, playground equipment, shelters, bins etc.

14. PARISH COUNCIL'S INSURANCE – AON LIMITED

Members are requested to consider renewal of the Parish Council's insurance which is due for renewal in June 2016. Premium must include public liability, fidelity insurance (to cover both the precept and monies in the bank), bus shelters and notice boards.

15. EXCLUSION OF THE PRESS AND PUBLIC

The Chairman will move:

That under the Public Bodies (Admissions to Meetings) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

16. PARISH CLERK'S SALARY

Members are requested to approve the payment of the Parish Clerk's April and May 2016 salary (**PINK ENCLOSURE**) and further to Minute No. 35 (12 May 2010) in relation to 7.3 of the Parish Clerk's Contract of Employment an annual sum of £156 (£3 per week) be paid in reimbursement of use of space, lighting, heating and electricity.

17. DATE AND TIME FOR NEXT PARISH COUNCIL MEETING

Members are requested to 'book' forthcoming Parish Council Meetings.

PUBLIC FORUM SESSION AT PARISH COUNCIL MEETINGS

Residents of Swinfen and Packington Parish Council have an opportunity to speak at each Parish Council meeting:

1. *The Public Forum session will usually be the first item on the Agenda.*
2. *The Public Forum will last up to 15 minutes and members of the public can ask the Parish Council a question (or make a statement).*
3. *Your statement or question must relate to a matter of special relevance to Swinfen and Packington or within the responsibility of the Parish Council.*
4. *Matters relating to the conduct of any individual councillor or officer will not be permitted – in such circumstances you should write to the Parish Council.*
5. *You will be allowed to speak for up to 3 minutes and you can raise more than one issue within the overall limit of 3 minutes allowed to you.*
6. *After each speaker the Chairman of the Parish Council (or his/her representative) will answer the question or give notice that he/she will provide a written answer as soon as possible.*

If a written answer is to be given this will be sent to you at your stated address.