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***‘protecting and improving the quality of life***

***for all Bayston Hill residents’***

**Clerk/RFO to the Council: Caroline Higgins**

**Chairman: Cllr Keith Keel**

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Dear Councillor,

You are summoned to attend a meeting of the Full Council on Monday 26 June 2017 at 7.30 p.m. in the Memorial Hall.

**Caroline Higgins**

**Caroline Higgins** 16 June 2017

**Clerk to the Council**

# A G E N D A

FC 40.17 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**

FC 41.17 **DISCLOSABLE PECUNIARY INTEREST-** *Disclosure of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests; Members are reminded that they are required to leave the room before the discussion and voting on matters in which they have a disclosable pecuniary interest.*

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| --- | --- |
| **Summary of Memberships of Outside Bodies:** | |
| **Councillor:** | **Representative to or member of:** |
| Keith Keel | SC Emergency Planning |
| Ted Clarke | SC Central Planning Committee (Chair)  Bayston Hill Crown Green Bowling Club  Shrewsbury Area Local Committee  Lyth Hill Advisory Group  Bayston Hill Memorial Hall Committee  SC Emergency Planning  Bayston Hill Local Joint Committee (Chair)  Bayston Hill Allotment Association  Bayston Hill Quarry Liaison Committee  Bayston Hill Neighbourhood Watch Committee  Oaklands/Glebelands Steering Group  School Governor – Oakmeadow School |
| Paul Breeze | Shrewsbury Area Local Committee  Bayston Hill Local Joint Committee |
| Teresa Lewis | Community Led Plan Steering Group  Patient Participation Group – Beeches Medical Practice |
| Alan Parkhurst | Bayston Hill Local Joint Committee  Bayston Hill Quarry Liaison Committee |
| Janet Whittall | Lyth Hill Advisory Group |

FC 42.17 **PUBLIC SPEAKING/QUESTIONS** **AT COUNCIL MEETINGS –** *To invite PC David Walton to introduce himself and give a brief police report*;

*To allow members of the public the opportunity to speak on any item listed on the Agenda up to a maximum of 3 minutes.*

FC 43.17 **MINUTES** - *To confirm the accuracy of the minutes of the Full Council meeting held on Monday 24 April 2017.*

FC 44 17 **CHAIR’S REPORT**

FC 45.17 **CO-OPTION OF COUNCIL MEMBERS** – The Council may take the opportunity to speak with candidates for co-option and ask any questions about their applications before voting upon co-option; *(Candidates will be invited to leave the room during the vote).*

FC 46.17 **ANNUAL GOVERNANCE STATEMENT –** The Council is required to confirm its agreement with the statement of good governance with respect to the year 1 April 2016 – 31 March 2017 by 30th June 2017

FC 47.17 **ANNUAL RETURN –** the Council is required to confirm its approval of the Annual Financial Return for the period 1 April 2016 – 31 March 2017 by 30th June 2017

FC 48.17 **REVIEW OF BANKING ARRANGEMENTS** – To receive a report that the local branch of the Co-operative Bank has closed; To approve an amendment to Financial Regulation 6.18 and 6.19 to permit the bank to issue a debit card to the Council restricted to a maximum daily use of £250.00; *(This would enable petty cash to be withdrawn from a post office or cash machine or to pay for petty cash items online)*. It is recommended that the card be restricted to the use of the Clerk and that the card be kept in the office safe. It is recommended that each use of the debit card be reported to the next meeting of the Council and confirmed as part of the monthly financial spot checks;

* To review the authorised cheque signatories and add or remove any as considered appropriate;
* To review the decision to open an account with Unity Bank in the light of changes to their bank charges *(report to follow)*

FC 49.17 **CLERK’S REPORT, (TO INCLUDE MATTERS ARISING)** – To deal with business matters arising from a previous meeting, not covered elsewhere in the agenda (*Actions list attached to minutes)*

FC 50.17 **REVIEW OF COUNCIL STRUCTURE** – The Council will briefly consider and comment on the report by Cllr Keel tabled as agenda item AC10.17 and deferred from the Annual Council Meeting and note that following reflection and notification of a major planning application affecting the village the Chair of Council is content to leave the report on file to be brought forward at a future meeting.  The Council will consider an abbreviated proposal relating to Standing Order 14, Committee Terms of Reference – *‘That the Chairs of Committee retain their positions on the Personnel Committee, with the Personnel Committee being renamed as a Management and Personnel Committee, with any vacancies being filled by a decision of the Full Council’*.

FC 51.17 **ADOPTION OF COMMITTEE MINUTES** – *To approve and adopt the publishable minutes of the Personnel Committee meeting held on 20 March and the Amenities Committee meeting held on 27 March 2017*

FC52.17 **REVISED SERVICE LEVEL AGREEMENT FOR SUPPORT OF LYTH HILL COUNTRY PARK -** *To receive a recommendation that the revised service level agreement prepared by Shropshire Council and reviewed by the Amenities Committee on 12 June 2017 be approved and to authorise the Clerk to sign it; To authorise payment of the financial contribution of £4,328 to Shropshire Council.*

FC 53.17 **OAKLANDS/GLEBELANDS UPDATE –** *To note that no further meetings of the Steering Group have been held since 27 April 2017 (minutes of meeting attached). To consider setting up a separate meeting with the Scouts to discuss their future accommodation needs in detail.*

FC 54.17 **COMMUNITY LED PLAN REVIEW -** *To receive an update from Cllr Lewis*

FC 55.*17* **JINGLEATION –** *Cllr T Lewis to request the use of Parrs Woodland for the Jingleation celebrations on 23 December 2017*

FC 56.17 **TO APPROVE AND SIGN ALL PAYMENTS –** *(To follow)*

FC 57.17  **EXCLUSION OF THE PRESS AND PUBLIC -** *To pass a resolution to exclude the public under Public Bodies (Admission to Meetings) Act 1960 (S1(2)) and in accordance with the provisions of Schedule 12 of the Local Government Act 1972; so as to discuss the following confidential matters.*

FC 58.17 **MINUTES –** *To approve and sign the confidential minutes of the Full Council meeting held on 24 April 2017.*

FC 59.17 **APPROVAL OF REVISED STAFF CONTRACTS –** *To receive a recommendation that the Council approves updated contracts of employment prepared in accordance with the NJC ‘Green Book’ (template attached) for issue to all staff.*

FC 60.17 **VOLUNTARY ADOPTION OF THE NATIONAL LIVING WAGE, (ROWNTREE TRUST) *–*** *To receive and consider a recommendation from the Personnel Committee that the Council adopts the National Living Wage, as calculated annually by the Rowntree Trust as a minimum hourly rate of pay for Council staff with effect from 1 April 2017.*