#### 01- large logo

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

***for all Bayston Hill residents’***

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

**Chairman: Cllr Keith Keel**

Parish Office

Lyth Hill Road

Bayston Hill

Shrewsbury Telephone/Fax: 01743 874651

E-mail: [baystonhillpc@hotmail.com](mailto:baystonhillpc@hotmail.com)

www.baystonhillparishcouncil.org.uk

Dear Councillor,

You are summoned to attend a meeting of the Full Council on Monday 8 January 2018 at 7.00 p.m. in the Memorial Hall. Please note that this agenda replaces the agenda published for 11 December 2017 which was cancelled due to heavy snow. The former agenda numbers are given in brackets to assist with the identification of reports provided for the previous meeting, which should be referred to for the relevant items.

**Caroline Higgins**

**Caroline Higgins** 2 January 2018

**Clerk to the Council**

# A G E N D A

FC 1.18 (114.17) **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**

FC 2.18 (115.17) **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.*

FC 3.18 (116.17) **PUBLIC SPEAKING/QUESTIONS** **AT COUNCIL MEETINGS –** *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 4.18 (117.17) **MINUTES** - To confirm the accuracy of the minutes of the Full Council meeting held on Monday 27 November 2017.

FC 5.18 (118 17) **CLERK’S REPORT** **& CORRESPONDENCE**

FC 6.18 **COMMUNITY LED PLAN** - To note the minutes of the Inception Meeting of the Community Led Plan Steering Group with Resources for Change (held on 13.12.17) and to approve the proposed timeline for the production and distribution of the main survey and the 50% fee payment (£2,507 & VAT) from the earmarked reserve held for the purpose.

FC 7.18 (119.17) **PLACE PLAN REVIEW** – To review the information contained in the Shrewsbury Place Plan for Bayston Hill and determine any new or changed priorities on infrastructure projects for which CIL funding may potentially be allocated.

FC 8.18 (120.17) **INTERNAL AUDIT –** To note and approve the Internal Audit Plan for 2017/18; To note and discuss the recommendations in the Interim Internal Audit Report and progress since the October visit; To consider the development of a General Reserves Policy (FC123.17)

FC 9.18 (121.17) **PRECEPT &** **BUDGET ­­–**

1. To note the Council Tax Base calculation prepared by Shropshire Council and the increased tax base (1,781.03 Band D equivalents in 2018/9) and that a 0% increase in the Band D Council Tax Charge would yield a Precept of £152,635.
2. To receive an updated financial forecast and a revised budget proposal taking account of the decisions taken at the last meeting.
3. To determine the Precept demand for 2018/9 for submission to Shropshire Council by the end of January.

FC 10.18 (122.17) **PROJECTS EXPENDITURE** – to approve expenditure from earmarked reserves for the projects approved in 2017/18 and 2018/19, (see separate report)

FC 11.18 **YOUTH CLUB PROPOSAL –** To note the outline costs of services available from Shropshire Youth Association and consider investigating youth demand and volunteer support for a partnered youth club

FC 12.18 **TRAINING –** To consider and approve staff health and safety training courses, (see separate report); To consider inviting other parish councils or local businesses to send delegates to attend on-site training at a small fee to off-set course running costs; To consider the benefits of sending the Clerk to attend the SLCC Practitioner’s Conference at Kenilworth in February, (see seminar agenda attached).

FC 13.18 **TERMS OF REFERENCE FOR MANAGEMENT AND PERSONNEL COMMITTEE** – To approve the draft Terms of Reference prepared by the M&PC and to confirm the appointment of additional Committee members.

FC 14.18 **GENERAL DATA PROTECTION REGULATION –** To note and approve a recommendation from the Management and Personnel Committee that additional administrative support be employed to undertake an audit of personal data processing; To note the recent guidance from the National Association of Local Councils L10-17, indicating it is unlikely the Clerk may be designated as Data Protection Officer and to consider alternatives

FC 15.18 (124.17) **APPROVAL OF PAYMENTS** (List to follow)

FC 16.18 (125.17) **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 17.18 (126.17) **CONFIDENTIAL QUOTATIONS**