

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

***for all Bayston Hill residents’***

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

**Chairman: Cllr Mr Fred Jones**

You are summoned to attend the Annual Council meeting on Monday 8 May 2017 at **7.30pm** in the Memorial Hall.

**Caroline Higgins**

**Caroline Higgins**

**Clerk to the Council**  2 May 2017

# A G E N D A

AC01.17 **ELECTION OF CHAIRMAN –** *The retiring Chairman (if present) shall preside over this item, which shall be the first business of the Council. The Chairman shall be selected from those holding elected office. The elected Chairman shall sign a Declaration of Acceptance of Office in the prescribed form before taking the Chair.*

AC02.17 **ELECTION OF VICE CHAIRMAN** – *It is customary for the offices of Chairman and Vice Chairman to be offered to the longest serving members of the Council never to have held those offices and for the positions to be held for two years from the date of appointment.*

AC03.17 **DELIVERY BY COUNCILLORS OF THEIR DECLARATIONS OF ACCEPTANCE OF OFFICE –** *Following an election all members of the Council are required to execute a declaration in the prescribed form. (A copy of the form is included with the Member’s Folder accompanying this agenda).*

AC04.17 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE –***To approve the apologies of Cllr Miles and any others received since the publication of the agenda and to resolve that they may provide their declarations of acceptance of office at or before a later meeting.*

AC05.17 **DECLARATIONS OF INTEREST** – *Following an election all members are required to complete a new Declaration of Pecuniary Interests Form (included with Member’s Folder) within 28 days, which shall be made available for public inspection. In accordance with the Council‘s Code of Conduct, members shall withdraw from any discussion or vote for which they hold a disclosable pecuniary interest.*

AC06.17 **PUBLIC SPEAKING/QUESTIONS** **AT COUNCIL MEETINGS** – *To allow members of the public the opportunity to speak on an item listed on the Agenda up to a maximum of 3 minutes.*

AC07.17 **MINUTES** – *To agree and sign the minutes of the Full Council meeting held on Monday 24 April 2017. To receive and note the draft minutes of the Personnel Committee meeting held on 13 March 2017; the Amenities Committee meeting held on 27 March 2017 and the Finance Committee meeting held on 10 April 2017*

AC08.17 **MATTERS ARISING** – *To consider any matters arising from the minutes of the Full Council Meeting held on Monday 24 April 2017. To determine any recommendations made by the Committees.*

AC09.17 **CO-OPTION OF MEMBERS TO FILL VACANCIES –** *To consider an application from Mr Arthur Gouge to be co-opted onto the Council with immediate effect; To note that the Council has 35 working days to fill its remaining vacancies by co-option and to agree a suitable strategy to recruit members*

AC10.17 **REVIEW OF DELEGATION ARRANGEMENTS TO COMMITTEES, SUB-COMMITTEES; EMPLOYEES AND OTHER LOCAL AUTHORITIES –** *To consider a motion that the current committee structure be suspended and replaced by a monthly Full Council meeting; To delegate authority to the Clerk to make appropriate comments on planning applications that are consistent with the Council’s planning policy and have received no objections from the public or to call a special planning meeting where appropriate*

AC11.17 **Review of terms of reference to existing committees** *– (Subject to the outcome of AC09.17 above). Page 16 of Standing Orders enclosed within the Member’s Folder refer*

AC12.17 **Receipt of nomination papers to existing committees** (*Subject to the outcome of AC09.17 above) – See separate schedule of current committee membership in Member’s Folder*

AC13.17 **Appointment of any new committees; confirmation of the terms of reference; the number of members and receipt of nominations to them** - *(Subject to the outcome of AC09.17 above)*

AC14.17 **REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS –** *To ratify the recommendation of the Full Council following a comprehensive review of standing orders in July 2016 that the draft included within the Member’s Folder be adopted by the new Council at the next Annual Council Meeting.*

AC15.17 **REVIEW OF ARRANGEMENTS WITH OTHER LOCAL AUTHORITIES AND REVIEW OF CONTRIBUTIONS MADE TO EXPENDITURE INCURRED BY OTHER LOCAL AUTHORITIES** – *To review and confirm the financial contributions to Shropshire Council for the maintenance of Bayston Hill Library (LGA 1972, S137) and Lyth Hill Country Park* *(Open Spaces Act 1906)*

AC16.17 **Review of the Council’s representation on external bodies** – *See separate list of external bodies for current representatives within Member’s folder*

AC17.17 **Review of eligibility to exercise the power of Competence -** *To note that the Council does not presently have two thirds of its membership elected and therefore does not qualify to exercise the General Power of Competence.*

AC18.17 **Review of Council’s and/or employees’ membership of other bodies –** *To review* *and confirm renewal of the Council’s membership of the Shropshire Association of Local Councils, which in turn is affiliated to the National Association of Local Councils and to* ***approve the******affiliation fees of******£1,473.49.*** *(See letter attached);**to note that the Clerk is a member of the Society of Local Council Clerks which is the professional body for the sector and is applying for Fellowship of the Society. To authorise the Clerk to attend appropriate training and events to enable the required levels of Continuing Professional Development for her class of membership to be maintained.*

AC19.17 **Review of Council’s Complaints procedure** (adopted 2011)**; Grievance procedure** (adopted 2005) **and Disciplinary procedure** (adopted 2005) *with reference to the NALC legal topic advice note published January 2013 (attached) – All current policies are included in Member’s Folder accompanying the agenda*

AC20.17 **Review Council’s procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 –** *The Council makes information freely available under the Model Publication Scheme (included with Member’s folder) and undertakes to deal with Freedom of Information requests in accordance with the 2000 Act (See Communications Policy adopted 2010 and included in the Member’s Folder).*

AC21.17 **Review the Parish Council’s policy for dealing with the press and media** – *Standing orders* *Section 29, page 24 and the Council’s* ***Communications Policy*** *(adopted 2010) and included in the Member’s folder refer. The Communications Policy makes no reference to Social Media and it is recommended that the Council considers how it may make best use of Social Media platforms to communicate to residents.*

AC22.17 **To set the dates, times and place of ordinary meetings of the Full Council for the year ahead** *- To confirm or amend the meeting dates agreed at the Full Council Meeting held on 5 December 2016, (see Member’s Folder).*

AC23.17 **ANNUAL RETURN** – *To receive a report from the Clerk as to progress towards the completion of the End of Year Accounts. To approve a draft Statement of Accounts for presentation at the Annual Parish Meeting*

AC24.17 **APPOINTMENT OF INTERNAL AUDITOR –** *To appoint a suitably qualified and experienced internal auditor for the financial year 2017 -18 and to note that the current internal auditor will review the 2016 -17 accounts on 17 May 2017*

AC25.17 **REVIEW ARRANGEMENTS FOR INSURANCE COVER** – *To note that The Council’s insurance policy and Long Term Agreement expires on 31 May 2017and to receive a recommendation from our broker as to any amendments to cover that may be required following a comprehensive review in April. To consider whether the Council wishes to re-enter another Long Term Agreement*

AC26.17 **ANNUAL REPORT** **2016 – 2017 –** *To review the final draft of the Annual Report (to follow) and authorise the costs of printing and delivery to all parish properties by 20 May 2017.*

AC27.17 **REPORTS** **BY PARISH COUNCIL REPRESENTATIVES**

* *Area Local Committee*
* *Thomas Bowdler Education Foundation*
* *Lyth Hill Management Committee*
* *Bayston Hill Bowling Club*
* *SCC Emergency Planning*
* *Local Joint Committee*
* *Memorial Hall*
* *Bayston Hill Liaison Committee*
* *Neighbourhood Watch Group*
* *Campaign to Protect Rural England.*

AC28.17 **TO APPROVE AND SIGN ALL PAYMENTS** *(To follow)*

AC29.17 **EXCLUSION OF THE PRESS AND PUBLIC** - *To pass resolution to exclude the public under Public Bodies (Admission to Meetings) Act 1960, so as to discuss the following confidential matters.*

AC30.17 **MINUTES –** *To approve and sign the confidential minutes of the Full Council meeting held on Monday 24 April 2017.*

AC31.17 **MATTERS ARISING –** *Any matters arising from the confidential minutes of the meeting held on Monday 24 April 2017.*

AC32.17 **CONFIDENTIAL QUOTATIONS FOR INSURANCE COVER –** *To review confidential quotations for insurance renewal for the coming year*