

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

 ***for all Bayston Hill residents’***

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

**Chairman: Cllr Mr Keith Keel**

You are summoned to attend the Annual Council meeting on Monday 13 May 2019 at **7.00pm** in the Memorial Hall.

**Caroline Higgins**

**Caroline Higgins**

**Clerk to the Council**  2 May 2018

# A G E N D A

Item 01.19/20 **ELECTION OF CHAIRMAN –** *The retiring Chairman (if present) shall preside over this item, which shall be the first business of the Council. The Chairman will call for nominations and nominees shall indicate their willingness to stand. The elected Chairman shall sign a* ***Declaration of Acceptance of Office*** *in the prescribed form before taking the Chair.*

Item 02.19/20 **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. In 2019 there are five members with equal service (see list attached) so nominations will be sought for the post of Vice Chair. If more than one nomination is received a vote or series of votes will be held to elect a Vice Chair. Members may nominate themselves and may vote for themselves.*

Item 03.19/20 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**

Item 04.19/20 **DECLARATIONS OF INTEREST** – *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.*

Item 05.19/20 **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.*

Item 06.19/20 **MINUTES** – *To agree and sign the minutes of the Full Council meeting held on Monday 1 April 2019;* **To note and adopt the minutes of Committees held between October 2018 – April 2019**

Item 07.19/20 **CLERK’S REPORT &** **MATTERS ARISING** – *To consider any matters arising from the minutes of the Full Council Meeting held on Monday 1 April 2019;*

*To note recent anti-social behaviour and consider any action required;*

*To note that the Council’s Local Council Award – Foundation Level expires in December 2019 and to consider applying for renewal.*

Item 08.19/20 **INTERNAL AUDITOR’S REPORT -** *To consider the final Internal Audit Report for the year to 31 March 2019 (Page 3 of Annual Governance and Accountability Return 2018/19) - completed report to follow*

Item 09.19/20 **ANNUAL GOVERNANCE STATEMENT –** *To complete the Annual Governance Statement (Page 4 of AGAR)*

Item 10.19/20 **ANNUAL STATEMENT OF ACCOUNTS –** *To note and approve the Accounting Statements to the year to 31 March 2019 (Page 5 of AGAR)*

Item 11.19/20 **REVIEW ASSET REGISTER INCLUDING LAND AND BUILDINGS**

Item 12.19/20 **REVIEW ARRANGEMENTS FOR INSURANCE COVER** – *To note that The Council’s insurance policy includes a Long Term Agreement which expires on 31 May 2020 and to note and approve the renewal premium of £ including Insurance Premium Tax, (index linked by 4%)*

Item 13.19/20 **CORRESPONDENCES –**

* Invitation to Shrewsbury Rural South Place Pan Meeting – 22 May 19 at 7pm *(Representatives to be nominated to attend)*
* Invitation to meet with smaller Councils with a Precept of over £100k to discuss / review a number of outstanding issues with Shropshire Council
* Request to speak to the Council to discuss making a Dementia Friendly Community
* Invitation to take part in VE DAY 75 Celebrations
* Draft Proposal on Climate Change – *(The Council is invited to consider this proposal at an appropriate meeting this calendar year)*
* Litter Elimination Action Fund – Invitation to set up a local volunteer scheme or make a donation
* Spraying of Stanley Parker Playing Fields – *Request for improved notification*

 **REVIEW OF COMMITTEES –**

Item 14.19/20 *The Council shall review the structure; delegated authorities, and terms of reference of its standing Committees and appoint members to serve until the next Annual Council Meeting; (Details of current membership attached. Members wishing to join or step down from Committees should notify the Clerk in advance of the meeting).*

Item 15.19/20 *The Council will consider a written motion by Cllr Keel proposing that ‘****the Chairs of all Committees change every 2 years to enable every member of the Council to develop Chairmanship skills before rising to Chairmanship of the full Council’.***

Item 16.19/20 *The Council will consider the appointment of any new committees; determine their terms of reference; delegated authorities and membership*

Item 17.19/20 **REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS –** *To review the Standing Orders adopted in October 2018 and Financial Regulations adopted in September 2014 and updated in June 2017- (Councillors are requested to bring their own copies of these documents to save unnecessary printing)*

Item 18.19/20 **REVIEW OF CONTRIBUTIONS MADE TO EXPENDITURE INCURRED BY OTHER LOCAL AUTHORITIES** – *To review and confirm the ongoing financial contributions to Shropshire Council for the maintenance of Bayston Hill Library (Power LGA 1972, S137, contribution £25,000) and Lyth Hill Country Park* *(Power Open Spaces Act 1906, contribution £8,656)*

Item 19.19/20 **REVIEW s137 EXPENDITURE –***To note the expenditure in 2018/19 (£25,280) and the limit of expenditure in 2019/20 (Limit £7.86 per elector in 2019/20 = £32,461.80)*

Item 20.19/20 **REVIEW OF THE COUNCIL’S MEMBERSHIP AND REPRESENTATION ON EXTERNAL BODIES** –*To receive and note reports from representatives to external bodies (see list of current representatives attached); To authorise ongoing subscriptions/ donations as per list attached*

Item 21.19/20 **REVIEW AND APPROVAL OF MEETING DATES TO THE NEXT ANNUAL COUNCIL MEETING** – *To consider moving the June meetings forward to 10 June and August meetings forward to 29 July – see revised schedule attached*

Item 22.19/20 **REVISED COMPLAINTS AND EMPLOYMENT PROCEDURES –** *To receive copies of recently adopted policies and consider any comments arising from ALC review, if available.*

Item 23.19/20 **STAFF/COUNCILLOR PROTOCOL –** *To receive copy of adopted procedure*

Item 24.19/20 **REVIEWS OF DATA PROTECTION & FREEDOM OF INFORMATION PROCEDURES –** *To review the decision not to appoint a Data Protection Officer; to consider the need for additional policies (e.g. Subject Access Request Policy)*

Item 25.19/20 **REVIEW OF THE PARISH COUNCIL’S POLICY FOR DEALING WITH THE PRESS AND MEDIA –** *(Councillors to confirm whether they wish to receive paper or electronic copies of meeting papers)*

Item 26.19/20 **TO AUTHORISE ALL PAYMENTS BECOMING DUE** *(List to follow)*

Item 27.19/20 **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.*

Item 29.19/20 **JOB EVALUATION –** *To note the outcome and any recommendations from a confidential review of the Clerk’s role and responsibilities, (to follow)*

Item 30.19 **SALARY REVIEW –** *To set the salary point for the Clerk effective from 1 April 2019*