

## Madley Parish Council

Parish Councillors are summoned to the Annual Meeting of the Parish Council on Tuesday 2<sup>nd</sup> May 2017 at 7.30pm in the Parish Hall

### Agenda

1. **Election of Chairman**
2. **Election of Vice-Chairman**
3. **To accept Apologies for Absence**
4. **To receive Declarations of Interest and Dispensation Applications** – to include review of members interests
5. **To consider Minutes of the Previous Meeting** – 4<sup>th</sup> April 2017
7. **Open Forum**
  - 7.1 To receive brief verbal report from the Local Policing Team
  - 7.2 To receive brief verbal report from the Parish Paths Officer
  - 7.3 To receive brief verbal report from the Ward Member
  - 7.4 To receive views and comments from local residents
8. **To receive Clerk Update and to note Correspondence**
9. **To consider comments on planning application 171375, Brampton Hill Farm, Wormbridge – Extensions to first floor**
10. **Lengthsman Scheme**
  - 10.1 To consider the contract from Herefordshire Council for the lengthsman scheme 2017/18 for approval
  - 10.2 To receive worksheets, approve payments and work required
11. **To receive an update on the Neighbourhood Development Plan**
12. **To receive Recreation Field Checklists and agree any action**
13. **To receive update on the Cultivation Licences and agree action required**
14. **To receive update on the S106 Bridge Sollars Road improvements and consider action**
15. **Finance**
  - 15.1 To consider the finance report for approval
  - 15.2 To receive report from the Internal Auditor
  - 15.3 To review the effectiveness of internal audit and internal control
  - 15.4 To review parish council banking arrangements, schedule of regular payments and payments by Direct Debit
  - 15.5 To consider the Annual Governance Statement for the 2016/17 Annual Return for approval

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- 15.6 To consider the Accounting Statements for the 2016/17 Annual Return for approval
- 15.7 To review the Asset Register
- 15.8 To consider the Risk Assessment
- 15.9 To review and consider Renewal of the Insurance Policy
- 15.10 To consider acceptance of Awards for All Grant Offer
- 15.11 To consider payments for approval - as per schedule below

### 16. To review Parish Council Steering Groups, Membership and Terms of Reference

### 17. To consider appointment of parish council representatives for 2017/18

- 17.1 Parish Paths Officer
- 17.2 Madley Charities representatives
- 17.3 Internal Auditor

### 18. To review Responsibilities Delegated to the Clerk

### 19. Matters for Next Agenda (no discussion)

Payee	Item	Total (inc.VAT)	Total (exc.VAT)	Budget
Mrs C Boyles	Clerk's salary for April 2017 – as per regular payment schedule and contract of employment	To include: PAYE £82.20, NI £0.00	To include: PAYE £82.20, NI £0.00	3
Mrs C Boyles	Stationery and office expenses	£6.20	£6.20	4
	Postage and travel expenses	£20.25	£20.25	5
Terry Griffiths Contracts	Lengthsman Scheme (TGC2038)	£758.40	£632.00	10
Terry Griffiths Contracts	Lengthsman Scheme (TGC2039)	£330.00	£275.00	10
Countrywide Grounds Maintenance	April grass cutting payment	£70.39	£58.66	8
Diane Malley	Administration of payroll services 2017/18	£84.00	£84.00	1
Kirkwells Ltd	Site Assessment Report	£1,890.00	£1,575.00	11
EE	Mobile phone rental (Direct Debit)	£20.90	£17.42	4