

## Madley Parish Council

**Parish Councillors are summoned to a Meeting of the Parish Council on Tuesday 7<sup>th</sup> July 2015 at 7.15pm in the Parish Hall**

### Agenda

- 1. To accept Apologies for Absence**
- 2. To receive Declarations of Interest and Dispensation Applications**
- 3. To consider Minutes of the Previous Meeting – 19<sup>th</sup> May 2015**
- 4. Open Forum**
  - 4.1 To receive brief verbal report from the Local Policing Team
  - 4.2 To receive brief verbal report from the Ward Councillor
  - 4.3 To receive views and comments from local residents
- 5. To receive Clerk Update and to note Correspondence**
- 6. To review Standing Orders**
- 7. To review Financial Regulations**
- 8. To review Parish Council Steering Groups, Membership and Terms of Reference**
- 9. To review Parish Council Policies, including Child Protection Policy, Equal Opportunities Policy, Complaints Procedure, Grants Policy, Document Retention Policy and FOI Policy and Publication Scheme**
- 10. To consider the Neighbourhood Development Plan Service Level Agreement and consider holding an initial public meeting to form a Neighbourhood Development Plan Steering Group**
- 11. To consider details of new Parish Council Website**
- 12. To receive update on Village Signs**
- 13. Recreation Field**
  - 13.1 To receive recreation field checklist and agree any action
  - 13.2 To consider action re. scalplings
  - 13.3 To consider arrangements for litter bin emptying
  - 13.4 To consider making a grant application to Herefordshire Housing towards play equipment
  - 13.5 To consider request from Madley Youth Club to hold Community Fun Day on the field
- 14. Finance Report**
  - 14.1 To consider finance report and verify the bank reconciliation
  - 14.2 To review the effectiveness of internal control and internal audit
  - 14.3 To appoint an internal auditor for 2015/16
  - 14.4 To consider payment of clerk overtime for study and lengthsman admin
  - 14.5 To consider grant request from Herefordshire Citizens Advice Bureaux

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### 14.6 Payments for approval:

Herefordshire Council (Planning application fee for village signs) £192.50

Clerk's salary for May 2015 as per contract of employment

PAYE £41.20, NI £0.00 Employee, £0.00 Employer

Clerk's salary for June 2015 as per contract of employment

PAYE £45.80, NI £0.00 Employee, £0.00 Employer

Mrs C Boyles (Reimburse stationery/office/postage/travel expenses) £103.91

Ashley Smith (Recreation field sign re-printing) £300.00

HALC (Audit Answers training, 50% with EHGPC) £15.00

Countrywide Grounds Maintenance (Grass cutting for June 2015) £70.39

Hoople Ltd (DBS admin fee for Youth Club) £14.40

P Hince (Replacement notice board lock) £4.49

Countrywide Grounds Maintenance (Grass cutting for July 2015) £70.39

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