

GREAT ADDINGTON PARISH COUNCIL

Thursday 12 May 2016

To members of the public

You are hereby invited to attend the Annual Meeting of Great Addington Parish Council to be held in The Memorial Hall, Woodford Road, Great Addington on Wednesday 18 May 2016 at 8:45 pm for the purpose of transacting the following business.

H. Hoier

Mrs Helen Hoier (Clerk/RFO to the Council)
10 Rushwell Close
Great Addington
KETTERING
NN14 4BP

01536 330858

clerk.greataddingtonpc@gmail.com

www.parish-council.com/GreatAddington

AGENDA

16/440 Election of Offices.

a) To elect the Chairman for 2016/17.

The Council will elect the Chairman for 2016/17 which will be followed by the signing of the Chairman's Declaration of Acceptance in the presence of the Clerk.

b) To elect the Vice-Chairman for 2016/17.

16/441 Formalities.

a) To receive and approve apologies for absence.

The Council will receive any apologies from Councillors and consider formal approval of the reasons provided.

b) To receive information requests/comments from members of the public.

The Council will receive and process any information requests/comments from members of the public in accordance with the Freedom of Information Act 2000 and Standing Orders.

c) To receive declarations of discloseable pecuniary/other interests by Councillors and dispensation requests.

Councillors will refer to the latest guidance regarding declaration of discloseable pecuniary interests (DPIs) and granting of dispensations.

d) To resolve to exclude members of the public from the meeting when agenda items containing confidential information are transacted.

The Council will consider whether this procedure is required for any agenda items containing confidential information.

16/442 Financial appointments.

a) To appoint the Responsible Financial Officer (RFO) for 2016/17.

b) To appoint the Internal Controllers for 2016/17.

c) To appoint the bank signatories for 2016/17.

d) To appoint the Internal Auditor for 2016/17.

16/443 Governance.

a) To approve any amendments to this Council's governing documents.

The Council will conduct an annual review of its Standing Orders and Financial Regulations to ensure compliance with current legislation.

b) To approve any amendments to this Council's procedures.

The Council will review its procedures for handling complaints and requests made under the Freedom of Information Act 2000 and Data Protection Act 1998.

c) To approve any proposed amendments to this Council's delegation arrangements.

The Council will review its delegation arrangements to ensure that they are adequate.

- d) **To appoint representatives of this Council to external bodies.**
The Council will review its reporting arrangements when appointing representatives.
- e) **To confirm the dates and times of ordinary Council meetings for 2016/17.**

16/444 To confirm the minutes of the meeting held on Wednesday 20 April 2016.

Subject to approved amendments, the minutes of this meeting will be confirmed as a correct record and a copy will be published on the Council's website.

16/445 East Northamptonshire Council (ENC).

- a) **To consider this Council's response to 16/00887/OUT outline planning application for a detached dwelling and B1 business unit at Carters Travel, Rectory Farm, Cranford Road, Great Addington.**

The Council will consider its response to this outline planning application for which the deadline is Wednesday 25 May 2016. Background information has been circulated previously and is available using the link below:

<http://otportalsrv.east-northamptonshire.gov.uk/pap/index.asp?caseref=16/00887/OUT>

- b) **To consider this Council's response to 16/00877/TPO tree preservation order consent application for T44 Ash to be reduced to 2 metres in height at End House, Ringstead Road, Great Addington.**

The Council will consider its response to this tree preservation order consent application for which the deadline is Wednesday 25 May 2016. Background information has been circulated previously and is available using the link below:

<http://otportalsrv.east-northamptonshire.gov.uk/pap/index.asp?caseref=16/00877/TPO>

16/446 Community.

To approve this Council's copy for the June 2016 issue of Saints Alive!

The Council will approve copy to be submitted along with the regular items for inclusion in this issue for which the deadline is Thursday 19 May 2016.

16/447 Finance.

- a) **To receive and approve this Council's financial statements, bank reconciliation and asset register for the year ended 31 March 2016.**

The Council will receive and scrutinise these financial documents prior to the Clerk/RFO's certification of the 2015/16 accounting statements.

- b) **To approve Sections 1 and 2 of the Annual Return for the year ended 31 March 2016.**

The Council will approve the Annual Return for the year ended 31 March 2016 in accordance with the Accounts and Audit (England) Regulations 2015.

- (i) **To approve Section 1 – Annual governance statement 2015/16.**

The Council will approve this section of the Annual Return in order to report publically on its arrangements for ensuring that its business has been conducted in accordance with current legislation and proper practices.

- (ii) **To approve Section 2 – Accounting statements 2015/16.**

The Council will approve this section of the Annual Return once confirmation has been received that the accounting statements present fairly the Council's financial position.

- c) **To confirm arrangements for insurance cover in respect of all insured risks and approve payment to Aon UK Limited.**

The Council will confirm its requirements regarding the range/value of cover in respect of all insured risks and approve cheque 100278 for payment once confirmation has been received that the proposed transaction of £320.33 has been budgeted accurately (Local Government Act, s 111).

- d) **To approve payment to JME Ground Services Ltd for All Saints Church mowing (April 2016).**

The Council will approve cheque 100279 for payment once confirmation has been received that the proposed transaction of £105.00 plus VAT has been budgeted accurately (Local Government Act 1972, s 215).

16/448 To confirm and list action items from this meeting.

The Council will confirm details of the activity/task, person delegated and completion date for each action item from the meeting.

16/449 To confirm the date of the next meeting (scheduled to be held in The Memorial Hall, Woodford Road, Great Addington on Wednesday 15 June 2016 at 7:45 pm).