

You are invited to attend the Annual Meeting of Tidenham Parish Council that has been arranged for **Wednesday 15th May 2019 at 19.00hrs** in the War Memorial Hall, Coleford Road, Tutshill, for the transaction of business according to the enclosed agenda.

Yours faithfully

CA Hinton

Mrs Carol Hinton

Clerk to the Parish Council

Wood Cottage, Clanna, Gloucestershire, GL15 6AJ. Telephone: 01594 530779

www.tidenhamparishcouncil.co.uk

clerk@tidenhamparishcouncil.co.uk

Note: Members of the public are welcome to attend meetings of the Council and Committees, unless specifically excluded due to the confidential nature of the business. Members of the public can ask questions or make representation during item 18 but the council cannot make a decision on any matter which is not specified on the agenda.

AGENDA

1. CHAIRMAN

- a) **To elect** a Chairman for 2019/2020
- b) **Chairman to sign** the Declaration of Acceptance of Office

2. VICE CHAIRMAN

- a) **To elect** a Vice Chairman for 2019/2020
- b) **Vice Chairman to sign** the Declaration of Acceptance of Office

3. ATTENDANCE

- a) **To receive** apologies for absence from those councillors unable to attend.
- b) **To consider for acceptance** those apologies received with reasons for absence.

4. DECLARATIONS OF INTEREST

- a) **To confirm that all changes to Councillors' Register of Interest have been notified to the Clerk**
- b) **To receive Declarations of Interest** in respect of matters contained in this agenda, in accordance with the provisions of the Local Government Act 1972 in respect of officers and in accordance with the provisions of the Localism Act 2011 in respect of members.
Interests may be declared at any time during the meeting should they become apparent.
- c) **To consider any Dispensation Requests** received by the Parish Clerk and not previously considered. (All councillors appointed to the Mopla Cottages committee should request a dispensation once appointed, to be considered at the next meeting of the Council.)

5. CO-OPTION OF MARIA EDWARDS

To consider co-option of Maria Edwards to the Parish Council

6. REMIT OF COMMITTEES

To consider for adoption the remit of committees

7. STANDING COMMITTEES

To Appoint members to standing committees as approved by the adoption of 'Remit of Committees'

Amenities Committee

Planning, Development Control and Highways Committee

Finance and Probity Committee

Mopla Cottages Committee

8. PUBLIC AND CHARITABLE BODIES

To consider appointments to Public and Charitable Bodies

Poor's Allotment

Sedbury and Beachley Village Hall

Tidenham War Memorial Hall

Severn Area Rescue

Forest Economic Partnership

9. **FINANCIAL REGULATIONS**
To consider adoption of Financial Regulations
10. **APPOINTMENT OF BANKERS**
 - a) To consider safety of investments/bank accounts as per Investment Strategy and Financial Risk Assessment adopted 17th April 2019 Minute 2018/2019 page 31 item 12
 - b) To consider confirmation of Bankers and account signatories.
11. **COMPLAINTS PROCEDURE**
To consider adoption of Complaints Procedure
12. **PROVISION OF INFORMATION UNDER FREEDOM of INFORMATION ACT**
To consider adoption of Provision of Information – model publication scheme
13. **MEDIA POLICY**
To consider adoption of Media Policy
14. **ASSET REGISTER**
To consider adoption of Asset Register as shown in the 2018/2019 Annual Accounts.
15. **MINUTES OF PREVIOUS MEETING**
 - a) To consider for approval as a correct record the minutes of the meeting held on 17th April 2019
 - b) To consider any questions arising from those minutes.
16. **COMMITTEES**
To receive reports, minutes and recommendations from committees already circulated, enclosed herewith or to be circulated and to consider any questions arising from them.
 - i). Planning, Development Control and Highways Committee meeting held on 24th April 2019
Questions to Councillor Powell, Chair of the Committee
 - ii) Amenities Committee held on 1st May 2019
Questions to Councillor Koning, Chair of the Committee
17. **CHAIRMAN'S ANNOUNCEMENTS**
To receive and note any announcements from the Chairman of the meeting.
18. **PUBLIC CONSULTATION *****
To receive and consider any questions from the Public, which may be answered but not debated.
19. **POLICING IN THE PARISH**
To note no further crime statistics available since the April meeting.
20. **PARISH CLERK'S REPORT**
To receive and consider the Parish Clerk's Report. All items requiring the council to make a decision are specified separately on this agenda.
21. **FINANCE**
 - a) To approve payments according to the Financial Statement for April 2019
 - b) To receive and approve the Financial Statement for April 2019
 - c) To consider the Annual Accounts as shown in the Annual Return and sign Statement if approved.
22. **INTERNAL AUDIT REPORT**
To consider Internal Auditor's Report (attached) following audit on 29th April 2019 and that no action is required.
23. **LETTER TO RESIDENTS OF WYEBANK ROAD**
To consider sending of letter to residents in Wyebank Road concerning ownership of Parish Council land and the cutting of trees/undergrowth and fly tipping by some residents – reported to the Clerk by a member of the public.

24. **VANDALISM AT SEDBURY AND BEACHLEY VILLAGE HALL PLAY AREA**
To note gloss paint damage on the bench, waste bin and play equipment and spraying of paint on equipment. Haydn Bynon asked to complete emergency clean-up for health and safety reasons.
25. **GAPTC AGM – PROPOSED TOPICS FOR DEBATE**
To consider topics for submission to GAPTC for inclusion at the AGM on 20th July 2019.
26. **WEBSITE SECURITY CERTIFICATE**
a) To consider addition of Website Security Certificate cost £40 (no VAT)
b) To consider renewal of website hosting from June 2019 @ £150 per annum (no VAT)
27. **AMENITIES COMMITTEE - VIREMENT OF FUNDS**
To consider virement of funds from general reserves of £11,138 to Amenities Committee budget for required church wall works. Total cost of works £15,384 inc VAT. (£4200 to be paid from funds not yet allocated from 2019/2020 Amenities budget)
28. **CORRESPONDENCE**
To receive and consider any other correspondence as detailed in the Clerk's Report
29. **COUNCILLORS' REPORTS**
To receive and note any matters which councillors wish to raise and where appropriate add to the agenda for the following meeting or meetings of committees.
30. **FUTURE MEETINGS**
To note the dates of future council and committee meetings:
Wednesday 23rd May 2018 - Planning, Development Control and Highways Committee
Wednesday 6th June 2018 – Finance and Probity Committee 7pm - followed by Mopla Cottages Committee
Wednesday 20th June 2018 – Full TPC Council Meeting

***** Allows a period not exceeding fifteen minutes for members of the public to make statements and ask questions of the Council**

This item does not preclude Suspension of Standing Orders by the Council to allow participation on Items on the Agenda

- i) Each person will be required to state his or her name and address**
- ii) Each person will be allowed no more than three minutes plus a brief follow-up to any answers given by the Council**
- iii) Questions may be answered but not debated by the Council**
- iv) Any issues that the Council considers require consideration should be referred to the next meeting of the Full Council.**