

# Tidenham Parish Council

To: Members of the Public & Press

9<sup>th</sup> March 2017

You are invited to attend a meeting of Tidenham Parish Council that has been arranged for **Wednesday 15<sup>th</sup> March 2017 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](http://www.tidenhamparishcouncil.co.uk)

[clerk@tidenhamparishcouncil.co.uk](mailto: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 4 but the council cannot make a decision on any matter which is not specified on the agenda.*

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## AGENDA

### 1. 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.

### 2. DECLARATIONS OF INTEREST

- a) **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.*
- b) **To consider any Dispensation Requests** received by the Parish Clerk and not previously considered.

### 3. MINUTES OF PREVIOUS MEETING

- a) **To consider for approval** as a correct record the minutes of the meeting held on 15<sup>th</sup> February 2017
- b) **To consider any questions** arising from those minutes.

### 4. PUBLIC CONSULTATION \*\*\*

To receive and consider any questions from the Public, which may be answered but not debated.

### 5. 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 22<sup>nd</sup> February 2017  
Questions to Councillor Powell, Chair of the Committee
- ii) Finance and Probity Committee meeting held on 1<sup>st</sup> March 2017  
Questions to Councillor Bollen, Chair of the Committee
- iii) Extraordinary meeting of Finance and Probity Committee held on 8<sup>th</sup> March 2017 (draft minutes to be circulated at the meeting)  
Questions to Councillor Bollen, Chair of the Committee
- iv) Amenities Committee meeting held on 8<sup>th</sup> March 2017 (draft minutes to be circulated at the meeting)  
Questions to Councillor Duff, Chair of the Committee

### 6. CHAIRMAN'S ANNOUNCEMENTS

**To receive and note any announcements from the Chairman** of the meeting.

### 7. POLICING IN THE PARISH

**To Note** no report received.

8. **PARISH CLERK'S REPORT (please contact the Clerk if copy required)**  
To receive and consider the Parish Clerk's Report All items requiring the council to make a decision are specified separately on this agenda.
9. **FINANCE**  
a) To approve payments according to the Financial Statement for February 2017  
b) To receive and approve the Financial Statement for February 2017  
c) To note Receipts and Payments Sheet as presented to the Finance and Probity Committee on 1<sup>st</sup> March 2017  
d) To note Budget Monitoring Sheet as presented to the Finance and Probity Committee on 1<sup>st</sup> March 2017
10. **REVIEW OF CLERK AND ADMIN ASSISTANT CONTRACTS OF EMPLOYMENT**  
a) To review and consider amendments to Clerk's Contract of Employment  
b) To review and consider amendments to Admin Assistant's Contract of Employment  
c) To consider job description for Admin Assistant
11. **CLERK AND ADMIN ASSISTANT SALARIES**  
a) To consider pay award to Clerk as per Contract of Employment to scale point 30 backdated to 1 January 2017 £26,556 per annum - pro rata £12,201 per annum.  
b) To note National Salary Award annual increase from 1<sup>st</sup> April 2017 for Clerk @ scale point 30 to £26,822 per annum – pro rata £12,324 per annum  
c) To consider pay award to Admin Assistant as per Contract of Employment to scale point 18 from 1<sup>st</sup> April 2017 to £18,070 per annum – pro rata £7326 per annum, which includes the National Salary Award annual increase.
12. **AUTO ENROLMENT PENSION**  
a) To consider enrolment of The Clerk into the Gloucestershire County Council Local Government Pension Scheme (LGPS) from 1 May 2017 either in the Clerk's name or as the post of Clerk.  
b) To note that whilst the Admin Assistant is eligible to join the Glos CC LGPS, the Council is not required to make contributions to the Scheme due to age and salary level.
13. **NEWSLETTER**  
a) To consider use of Storm Marketing for design of newsletter cost £144 (including VAT)  
b) To consider use of Storm Marketing for printing of newsletter cost £470 (no VAT)  
c) To consider use of Storm Marketing for distribution of newsletter cost £285 (including VAT)
14. **REVIEW OF INVESTMENT STRATEGY AND FINANCIAL RISK ASSESSMENT**  
To consider re-adoption of Investment Strategy and Financial Risk Assessment as presented.
15. **LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND**  
To receive and note report back from Councillor Evans on the presentation he attended at the FoDDC 7<sup>th</sup> March 2017
16. **STEVE FORD COMMEMORATIVE BENCH**  
To consider quotation from Haydn Bynon for £140 to make concrete plinth for the bench and to fix bench to it.
17. **HEALTH AND SAFETY POLICY**  
To consider adoption of Health and Safety Policy.
18. **CORRESPONDENCE**  
To consider any other correspondence as detailed in the Clerk's Report
19. **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.

**20. FUTURE MEETINGS**

**To note** the dates of future council and committee meetings:

Wednesday 22<sup>ND</sup> March - Planning, Development Control and Highways Committee

Wednesday 12<sup>th</sup> April 2017 – ANNUAL PARISH MEETING

Wednesday 19<sup>th</sup> April 2017 – Full 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.**