

Tidenham Parish Council

To: Members of the Public & Press

10th May 2018

You are invited to attend the Annual Meeting of Tidenham Parish Council that has been arranged for **Wednesday 16th May 2018 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

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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 17 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 2018/2019
- b) **Chairman to sign** the Declaration of Acceptance of Office

2. VICE CHAIRMAN

- a) **To elect** a Vice Chairman for 2018/2019
- 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. REMIT OF COMMITTEES

To consider for adoption the remit of committees

6. 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

7. 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

8. **FINANCIAL REGULATIONS**
To consider adoption of Financial Regulations
9. **APPOINTMENT OF BANKERS**
a) To consider safety of investments/bank accounts as per Investment Strategy and Financial Risk Assessment adopted April 2018 Minute 2017/2018 page 27 item 14
b) To consider confirmation of Bankers and account signatories.
10. **COMPLAINTS PROCEDURE**
To consider adoption of Complaints Procedure
11. **PROVISION OF INFORMATION UNDER FREEDOM of INFORMATION ACT**
To consider adoption of Provision of Information – model publication scheme
12. **MEDIA POLICY**
To consider adoption of Media Policy
13. **ASSET REGISTER**
To consider adoption of Asset Register as shown in Annual Accounts.
14. **MINUTES OF PREVIOUS MEETING**
a) To consider for approval as a correct record the minutes of the meeting held on 18th April 2018
b) To consider any questions arising from those minutes.
15. **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 25th April 2018
Questions to Councillor Powell, Chair of the Committee
ii) Amenities Committee held on 9th May 2018 (draft minutes to be circulated at the meeting)
Questions to Councillor Koning, Chair of the Committee
16. **CHAIRMAN'S ANNOUNCEMENTS**
To receive and note any announcements from the Chairman of the meeting.
17. **PUBLIC CONSULTATION *****
To receive and consider any questions from the Public, which may be answered but not debated.
18. **POLICING IN THE PARISH**
To note report downloaded by the Clerk
19. **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.
20. **MEMBERSHIP RENEWAL – GAPTC AND SLCC**
a) To consider renewal of membership of GAPTC 2018/2019 £1371.09
b) To consider renewal of membership of SLCC 2018/2019 £147
21. **FINANCE**
a) To approve payments according to the Financial Statement for April 2018
b) To receive and approve the Financial Statement for April 2018
c) To consider the Annual Accounts as shown in the Annual Return and sign Statement if approved. (copy of Annual Return attached)

22. SEDBURY AND DISTRICT LEISURE GARDENERS ASSOCIATION

To consider Annual Management Fee of £627 per annum for 2018, 2019 and 2020 following request for further information at the April meeting.

23. CLERK AND ADMIN ASSISTANT SALARY

a) To consider increase in Clerk's salary as per the 2018-19 NJC Agreement to £12,966 to be backdated to 1st April 2018. (Pro rata scale point 31 @ £28221 per annum)

b) To consider increase in Admin Assistant's salary as per the 2018-19 NJC Agreement to £7883 to be backdated to 1st April 2018. (Pro rata scale point 19 @ £19446 per annum)

24. GENERAL DATA PROTECTION REGULATION (GDPR)

To receive and consider Clerk's Report on GDPR and the Parish Council

25. SILENT SOLDIER SILHOUETTES

To consider location of 2 x Silent Soldier silhouettes – 1 on roundabout at Ormerod Road, Sedbury and 1 in the Tutshill / Tidenham area.

26. CORRESPONDENCE

To receive and consider any other correspondence as detailed in the Clerk's Report

27. 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.

28. 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.**