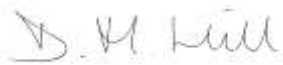


Upper Rissington Parish Council

Notice of Parish Council Meeting

I hereby give notice that a Parish Council Meeting will be held in Upper Rissington Village Hall, on **Monday 6th June 2016 at 7.30pm.**

Members of the Council are hereby summoned to attend for the business of considering and resolving upon the matters as set out below. **All Residents** of the Parish and **Press** are welcome to attend.



Debbie Hill
Clerk to Upper Rissington Parish Council

31st May 2016

Agenda

1. **To note resignation of Chairman**
2. **Election of Chairman (Vice Chairman to preside)**
3. **Apologies:** *To receive apologies for absence.*
4. **To Receive Declarations of Interest and Consider Applications for Dispensation**
5. **Public Session:** *To provide members of the public/press with the opportunity to comment on items on the Agenda or raise items for future consideration. In accordance with Standing Orders this will not exceed 15 minutes and three minutes per person.*
6. **District/County Councillors' Reports:** *To receive reports for information.*
7. **Minutes:** *To approve and authorise the Chairman to sign the minutes of the Annual Parish Council Meeting held on Monday 23rd May.*
8. **Outstanding Actions from previous meetings:** *Report on progress from previous meetings (4th April, 20th April and 9th May) not covered under Agenda items – for information only.*
9. **Finance:**
 - (i) *To consider and authorise payments due*
 - (ii) *To consider and authorise vires from Contingency / Reserves*
 - (iii) *To consider receipts and payments for the year to date*
 - (iv) *Review Direct Debits and Standing Orders*
 - (v) *To note National Joint Council for Local Government Services (NJC) 2016-18 National Salary Award and incremental pay rise for Clerk both effective from 1st April 2016*
10. **Annual Return**
 - (i) *To approve the final accounts for 2015/16*
 - (ii) *To discuss and approve Section 1 – Annual governance statement 2015/16*
 - (iii) *To approve Section 2 – Accounting Statements 2015/16*
 - (iv) *To review Annual internal audit report 2015/16 section*

Upper Rissington Parish Council

11. Planning:

- (i) *To consider new application received and agree the Council's response:*
 - *16/02101/TPO –Works to trees with a TPO for request to cut back branches that are touching the house in the land to the side of 2 Smith Barry Circus, , Upper Rissington GL54 2NQ*
- (ii) *To note new application received and the Council's response outside of a Parish Council meeting due to timescales:*
 - *16/01717/FUL – 17 Bleriot Road, Upper Rissington, Gloucestershire proposed two storey rear extension – no objection*

12. Completion of New Village Hall:

- (i) *To receive and consider the advice received from Centurion VAT in relation to VAT consideration*
- (ii) *To agree a response to Linden Bovis concerning their request for the Parish Council to reclaim VAT on the consideration of £300,000 relating to the transfer of the village hall*
- (iii) *Consider and agree whether to purchase new office furniture (Desk, pedestal and chair) at a cost of no more than £350 plus VAT.*

13. Maintenance Officer Position:

- (i) *To consider and agree the advertisement and job description for the position of Maintenance Officer*
- (ii) *Agree the closing date for applications*

14. Litter Pick: *Discuss and agree suitable timing for village litter pick.*

15. Purchase of Defibrillator: *To consider response from Community Heartbeat Trust to queries raised regarding the possibility of SSE funding in relation to the managed option and to agree whether to apply for a grant or to purchase without applying for a grant.*

16. Annual Play Park Inspection: *To authorise The Play Inspection Company to undertake the annual play park inspection at a cost of £100 plus VAT.*

17. Review of inventory of land and assets including buildings and office equipment

18. Confirmation of arrangements for insurance cover in respect of all insured risks

19. Review of risk assessment

20. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998

21. Review of the council's complaints procedures

22. Review of the council's policy for dealing with the press/media

23. Date of Next Meeting: *To confirm date of the next meeting.*

24. To Resolve to Move into a Closed Session

25. Separate Business: Pursuant to 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and Standing Order 19a: *The public and press should leave the meeting during the consideration of:*

- **Staffing Matters:** *To agree the Clerk's objectives for the year from 1st April 2016.*