

Findern Parish Council
Clerk: Mrs Clare Orme
110 New Road, Newhall, Swadlincote, Derbyshire. DE11 0TH
Tel: 0771 9599132

28.04.2014

You are summoned to attend the Annual Meeting of Findern Parish Council to be held at Findern Parish Rooms on Thursday 8th May 2014 commencing at 6.30pm.

Yours sincerely

Mrs Clare Orme
Clerk to Findern Parish Council

AGENDA

PART 1 - NON EXEMPT INFORMATION

- 1. Election of the Chairperson for the year 2014/2015 and the completion of the Declaration of Acceptance of Office**
- 2. Election of the Vice Chairperson for the year 2014/2015 and the completion of the Declaration of Acceptance of Office**
- 3. Chairpersons Report for the year 2013/2014**
- 4. To receive apologies for absence**
- 5. Variation of the Order of Business.**
- 6. Declaration of Members Interests.**

- a) Members must ensure that they complete the Declaration of Members Interest sheet prior to the start of the meeting and must indicate the action to be taken (ie to stay in the meeting, to leave the meeting or to stay in the meeting to make representations and then leave the meeting prior to any consideration or determination of the item).
- b) Where a member indicates that they have a prejudicial interest, but wish to make representation regarding the item before leaving the meeting, those representations must be made under item (c) of Public Speaking.

7. Public Speaking.

- a) At the start of the meeting a period of not more than ten minutes will be made available for members of the public and members of the Council to comment on any matter.
Where a member indicates they have a prejudicial interest, but wish to make representation regarding the item before leaving the meeting, those representations must be made under item (c) below. (If the item to which representations or comments were made by a Member is on the Agenda the Member must declare that interest again and withdraw from the meeting during consideration of that item).
- b) If the Police Liaison Officer, a County Council or District Council Member is in attendance they will be given the opportunity to raise any relevant matter. Members of the Council however will restrict Police matters they raise to those relating to their Council Ward.
- c) Members declaring a prejudicial interest who wish to make representation or give evidence under the Code of Conduct relating to Agenda items shall do so at this stage.

8. Election of Councillors to Committees and Sub Committees and Representatives to other Bodies for the year 2014/2015

9. Completion of the Declaration of Acceptance of Office for all other Members

10. Adoption of the Following Policies and Procedures

- **Adoption of the Findern Parish Council Code of Conduct for the year 2014/2015**
- **Adoption of the Financial Regulations for the year 2014/2015**
- **Adoption of Findern Parish Councils Standing Orders for the year 2014/2015.**
- **Adoption of the Complaints Procedure for the year 2014/2015**
- **Adoption of the H&S Policy for the year 2014/2015**
- **Adoption of the Freedom of information Policy for handling requests and supporting information for the year 2014/2015**
- **Adoption of the Data Protection Policy for the year 2014/2015**
- **Adoption of the Recruitment, Selection, Equality and Diversity Policy for the year 2014/2015**
- **Adoption of the Information Security Policy for the year 2014/2015**
- **Adoption of the Internal Policy relating to the delivery of Services for the year 2014/2015**
- **Adoption of the Record Management Policy for the year 2014/2015**
- **Adoption of the Parish Council Risk Assessment system 2014/2015**

11. Date of the next Annual Meeting of Findern Parish Council

Findern Parish Council
Clerk: Mrs Clare Orme
Findern Parish Rooms, Lower Green, Findern, Derbyshire. DE65 6AD
Tel: 0771 9599132

28.04.2014

You are summoned to attend the meeting of Findern Parish Council to be held at 7pm on Thursday 8th May 2014 at The Findern Parish Rooms

Yours sincerely

CMOrme

Mrs Clare Orme
Clerk to Findern Parish Council

AGENDA

PART I – NON EXEMPT INFORMATION

- 1. To receive apologies for absence**
 - 2. Co-Option of a Councillor - 2 x vacancies**
 - 3. Variation of the Order of Business**
 - 4. Declaration of Members Interests.**
 - 5. Public Speaking – (10 Minutes)**
- d) At the start of the meeting a period of not more than ten minutes will be made available for members of the public and members of the Council to comment on any matter. Where a member indicates they have a prejudicial interest, but wish to make representation regarding the item before leaving the meeting, those representations must be made under item (c) below. (If the item to which representations or comments were made by a Member is on the Agenda the Member must declare that interest again and withdraw from the meeting during consideration of that item).
- e) If the Police Liaison Officer, a County Council or District Council Member is in attendance they will be given the opportunity to raise any relevant matter. Members of the Council however will restrict Police matters they raise to those relating to their Council Ward.
- f) Members declaring a prejudicial interest who wish to make representation or give evidence under the Code of Conduct relating to Agenda items shall do so at this stage.
- 6. To confirm the Non-Exempt Minutes of the Findern Parish Council Meeting held on 10th April 2014.**
 - 7. To determine which items if any from Part 1 of the Agenda should be taken with the public excluded.**
 - 8. Chairman's report**
 - 9. Report of the Parish Clerk**
 - a) Parish Council Website – Previously reported under minute number 1355/13, 1409/13, 1427/14, 1212/14, 1231/14, 1249/14 – Clerks Report
 - b) Update on the missing Burton Road Sign – previously reported under minute number 1334/13 – Public Speaking and 1355/13, 1409/13, 1427/14, 1212/14, 1231/14 1249/14 – Clerk Report
 - c) Bus Shelter by the garden centre – update – Previously reported under minute number 1249/14 – Clerks Report.
 - d) Update to have a defibrillator at the Findern Parish Rooms – Previously Reported under minute number 1249/14 – Clerks Report.
 - e) Village Planters – Previously reported under minute number 1213/14, 1249/14 – Clerks Report.
 - f) Rotten posts for replacement around the Village Green and in front of the Parish Rooms.
 - g) Election Day
 - h) Requests for the Parish Council to pursue the possibility of making the Wheel Public House and two nature areas community Assets
 - i) Footpath through the Village Green
 - j) Audit of the end of year Financial Accounts 2013/2014
 - **Internal Audit took place on 22.04.2014**
 - **Approval of the Annual Return Sections 1, 2 and 4.**
 - **Approval of the year end accounts from 01.04.2013 to 31.03.2014**
 - **Approval of the Year End Risk Assessments**

- **Review of the Financial Regulations, Internal Audit and Internal Controls for the Financial Year 2013/2014.**

10. Planning Matters for Decision

- a) 9/2014/0353 - MERCIA MARINA FINDERN LANE WILLINGTON DERBYSHIRE - PROPOSED EVENT STAND WITH ROOF
- b) 9/2014/0324 - MERCIA MARINA FINDERN LANE WILLINGTON DERBYSHIRE - THE DISPLAY OF SIGNAGE TO THE FRONT
- c) 9/2014/0319 - MERCIA MARINA FINDERN LANE WILLINGTON DERBYSHIRE - THE ERECTION OF NEW ENTRANCE WALLS
- d) 9/2014/0316 - MERCIA MARINA FINDERN LANE WILLINGTON DERBYSHIRE DE65 6DW - THE VARIATION OF CONDITION 4 OF PLANNING PERMISSION 9/2013/0597 TO ENABLE UNIT 2 TO BE OCCUPIED AS A BEAUTY SALON AND REVERT TO A1 SHOULD THE BEAUTY SALON USE CEASE

11. Committee Reports

- a. Parish Room Management Committee
- b. Footpaths Committee – Held on 01.05.2014
 - i. Approval of £500.00 grant for the flower power project.
 - ii. Approval to Spend £100.00 on a skip for Brook Close

12. Reports from Councillor's that have attended any other Meetings.

- a) Toyota Community Liaison Committee
- b) Village Hall
- c) Other meetings attended
- d) Notification of forthcoming meetings

13. Finance

- a) Items for Payment – The list will be available at the meeting

14. Items for discussion

There is nothing to report.

15. Items for Information

- a) SDDC – Press Release – Celebrate St Georges Day at Swadlincote Farmers' Market
- b) SDDC – Press Release – Restoration of Swadlincote's War Memorial Gates

16. Derbyshire Association of Local Councils

- c) Circular 07/2014
 - Spring Seminar reminder
 - Openness in Local Government
 - NALC welcomes cash grant fund to help more disabled people become local councillors
 - Time to conduct a review?
 - OUR BIG GIG: Nationwide music celebration returns to a community near you this summer
 - Annual Parish Meeting and the Annual Parish Council Meeting
 - How Local Councils Can Be More Effective Online – Training
 - Living Wage – can you help please?
 - Denby Parish Council – Clerk and Responsible Financial Officer Vacancy
- d) Circular 08/2014
 - DALC E-mail contact
 - DALC Membership Services
 - Employment Allowances
 - Locum Clerk
 - DALC Constitution
 - BBC1 – HOME SWAP
 - Clerk/RFO Vacancies

17. Date of the next Parish Council Meeting to be confirmed

The next meeting of Findern Parish Council to be confirmed as 12th June 2014 at the Findern Parish Rooms commencing at 7pm.

In view of the confidential nature of the business to be transacted, it is advisable in the public interest, that the press and public be temporarily excluded and instructed to withdraw from the meeting.

Agenda Part 2 – Exempt Information

- a) Bank Mandate update
- b) Electricity Supply on the Green

c) Booking Clerk/Caretaker Vacancy