

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

05.05.2015

You are summoned to attend the Annual Meeting of Findern Parish Council to be held at Findern Parish Rooms on Wednesday 13th May 2015 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 2015/2016 and the completion of the Declaration of Acceptance of Office**
- 2. Co-Option of Councillors.**
- 3. Election of the Vice Chairperson for the year 2015/2016 and the completion of the Declaration of Acceptance of Office**
- 4. Chairpersons Report for the year 2014/2015**
- 5. To receive apologies for absence**
- 6. Variation of the Order of Business.**
- 7. 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.

8. 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.

9. Election of Councillors to Committees and Sub Committees and Representatives to other Bodies for the year 2015/2016

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

11. Adoption of the Following Policies and Procedures

- **Adoption of the Findern Parish Council Code of Conduct for the year 2015/2016**
- **Adoption of the Financial Regulations for the year 2015/2016**
- **Adoption of the Findern Internal Control Policy for the Financial Year 2015/2016.**
- **Adoption of Findern Parish Councils Standing Orders for the year 2015/2016.**
- **Adoption of the Complaints Procedure for the year 2015/2016**
- **Adoption of the H&S Policy for the year 2015/2016**
- **Adoption of the Freedom of information Policy for handling requests and supporting information for the year 2015/2016**
- **Adoption of the Data Protection Policy for the year 2015/2016**
- **Adoption of the Recruitment, Selection, Equality and Diversity Policy for the year 2015/2016**
- **Adoption of the Information Security Policy for the year 2015/2016**
- **Adoption of the Internal Policy relating to the delivery of Services for the year 2015/2016**
- **Adoption of the Record Management Policy for the year 2015/2016**
- **Adoption of the Parish Council Risk Assessment system 2015/2016**

12. 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

05.05.2015

You are summoned to attend the meeting of Findern Parish Council to be held at 7pm on Wednesday 13th May 2015 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. Variation of the Order of Business**
 - 3. Declaration of Members Interests.**
 - 4. 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 already on the agenda. 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.
- 5. To confirm the Non-Exempt Minutes of the monthly Findern Parish Council Meeting held on 9th April 2015.**
 - 6. To determine which items if any from Part 1 of the Agenda should be taken with the public excluded.**
 - 7. Chairman's report**
 - 8. Report of the Parish Clerk**
 - a) Footpath through the Village Green update – Previously reported under minute number 1278/14, 1296/14, 1315/14, 1332/14, 1349/14, 1367/14, 1384/14, 1402/15, 1638/15, 1655/15 – Clerks Report
 - b) Update on the A 50 Bus Shelter - Previously reported under minute number 1332/14, 1349/15, 1367/15, 1402/15, 1621/15, 1638/15, 1655/15 – Clerks Report.
 - c) Camel Rocker Missing from King George Playing Field update – Previously reported under minute number 1367/14, 1621/15, 1638/15, 1655/15 – Clerks Report
 - d) Goal Posts and Benches on the King George Playing Field update - Previously Reported under minute number 1367/14, 1621/15, 1638/15, 1655/15 – Clerks Report
 - e) Repairs to the Parish Council notice boards and approval to purchase a new notice board by the Parish Rooms update – Previously reported under minute number 1367/14, 1621/15, 1638/15, 1655/15 – Clerks Report
 - f) Village Pump – Previously reported under minute number 1621/15, 1638/15, 1655/15 – Clerks Report
 - g) Purchase of a further Defibrillator for Burton Road end of Findern – Previously reported under minute number 1621/15, 1638/15, 1655/15 – Clerks Report**
 - h) Defibrillator Membership for approval – previously reported under minute number 1638/15, 1655/15 – Clerks Report**
 - i) Lease agreement for Stanhope Hole and Stanhope Wood – Previously reported under minute number 1416/15, 1638/15, 1655/15 – Clerks Report**

- j) Parking around the Village Green when Findern Church has an event – Yellow Lines required
- k) Emptying of the bins at the Parish Rooms
- l) Use of the Parish Rooms toilet by the Church when the Parish Rooms has a hirer.
- m) Risk Assessments for approval as at 31.03.2015
- n) Installation of an outside tap at the Parish Rooms

9. Planning Matters for Decision

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There is nothing to report.

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

- a) Toyota Community Liaison Committee
- b) Village Hall
- c) Findern Footpaths Group Meeting
- d) Other meetings attended
- e) Notification of forthcoming meetings

11. Finance

- a) Items for Payment – The list will be available at the meeting
- b) Year End to 31.03.2015
 - 1) **Internal Audit took place on 01.05.2015**
 - 2) **Approval of the Annual Return Sections 1, 2 and 4.**
 - 3) **Approval of the year end accounts from 01.04.2014 to 31.03.2015**
 - 4) **Review of the Financial Regulations, Internal Audit and Internal Controls for the Financial Year 2014/2015.**

12. Items for discussion

There is nothing to report.

13. Items for Information

- a) South Derbyshire Health and Social Care Forum – 29.04.2015 at St Oswald's Church Hall, Church Street, Ashbourne from 9.30am to 12.30pm
- b) South Derbyshire CVS – Launch of the South Derbyshire Community Forum Monday 27.04.2015 10am to 12.30pm at the Town Hall, Swadlincote
- c) DCC – Derbyshire and Derby Minerals Local Plan

14. Derbyshire Association of Local Councils

- d) DALC Circular 06/2015
 - **Elections 2015**
 - **Transparency Code / Smaller Authorities Audit Regulations 2014**
 - **Subscription Rates and Training Delivery**
 - **Spring Seminar Reminder**
 - **Automatic Enrolment Training – Guidance for Town and Parish Councils**
- e) DALC Circular 07/2015
 - **Elections 2015**
 - **Transparency Code / Smaller Authorities Audit Regulations 2014**
 - **Subscription Rates and Training Delivery**
 - **Spring Seminar Reminder**
 - **Automatic Enrolment Training – Guidance for Town and Parish Councils**
- f) DALC Circular 08/2015
 - **Purdah Guidance**
 - **Changes to the smaller authorities' local audit and accountability framework**
 - **Town and Parish Council websites**
 - **Sustainable Communities Act - training session for all DALC Member Councils facilitated by the Leicestershire & Rutland Association**
 - **Spring Seminar reminder**
 - **Clerk Induction Training**
 - **Vacancies**
- g) DALC Circular 09/2015
 - **Government Ombudsman to Larger Parish & Town Councils Consultation**
 - **Vacancies**

h) DALC Circular 10/2015

- **Government Transparency Fund of £4.7m**
- **My Community – free advice and grants**
- **FREE – Audit Briefing Session – Grant Thornton**
- **Section 137 – Expenditure Limit 2015/16**

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

The next meeting of Findern Parish Council to be confirmed as 11th June 2015 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.

All items in Exempt Information are covered under the Local Government Act 1972, schedule 12A – This legislation covers Engagement, terms of service, conduct and dismissal of employees, terms of tender and quotes, proposals and counter proposals in negotiation of contracts, preparation of cases in legal proceedings and the early stages of any dispute.

Agenda Part 2 – Exempt Information

- a) Rental Contract Parish Council Land - Previously reported under minute number 1630/15,1647/15, 1664/15 – exempt Information