



EAST HUNTSPILL PARISH COUNCIL

Clerk to the Parish
Bruce Poole
BA (Hons); Fellow ILCM MMC

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Members of the public and press are entitled to be at the following meeting Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by Local Government Act 1972 Section 100 unless precluded by the Parish Council by resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the beginning of the meeting providing that prior notice has been given to the Parish Clerk by 12 noon on the Friday prior to the meeting

Monday 12th May 2014

To: The Chairman Mr Gordon Boyer and all members of East Huntspill Parish Council

Ladies & Gentlemen:

You are summoned to the **Annual Meeting of East Huntspill Parish Council** to be held in the **Church Hall Church Lane New Road East Huntspill** on **Monday 19th May 2014** commencing at **7.30 pm** when the following business will be transacted.

Yours faithfully

Bruce Poole
Parish Clerk

AGENDA

- 106.1 To elect a Chairman**
- 106.2 To receive a Statutory Declaration of Office**
- 106.3 To receive any apologies for non attendance**
- 106.4 To receive any declarations of interest**
- 106.5 To elect a Vice Chairman**
- 106.6 To elect the following Personnel/Committees/Brief Holders**
 - (a) Planning
 - (b) Playground
 - (c) Roads & Transports
 - (d) Footpaths & Bridleways
 - (e) Finance & Personnel
 - (f) Grievance & Appeal Panel
 - (g) Editorial Working Party
- 106.7 To propose Representatives to the following Village Organisations**
 - (a) SALC
 - (b) Cluster Group
 - (c) East Huntspill School
 - (d) East Huntspill Pavilion Project
- 106.8 To adopt the Council's Corporate Policy**
- 106.9 To approve the Council's Asset Register**
- 106.10 To approve the Council's Insurance Policy**
- 106.11 To approve the Council's Bank Mandate**
- 106.12 To receive the Parish Council's Financial Statement for the year ending 31st March 2014**
 - (a) To approve the Annual Accounts for the year ending 31st March 2014
 - (b) To approve the Annual Governance Statement
 - (c) To review the effectiveness of the internal audit
- 106.13 To re-appoint the Clerk as the Council's Responsible Financial Officer**
- 106.14 To re-affirm acceptance of The Audit and Account Regulations 2011 (England) Regulations 2011 (SI 2011 No 817)**
- 106.15 To re-affirm the Council's Publication Scheme and confirm the Parish Council's Qualified Persons under Section 36 of The Freedom of Information Act 2000**
- 106.16 To give formal approval to the Parish Clerk that he may send summons and notices to Parish Councillors electronically**
- 106.17 To review the Member's Register of Interests**
- 106.18 To confirm the appointment of Polden Accountants as the Council's Internal Auditor**

- 106.19 Issues arising from the Annual Parish Meeting – 22nd April 2014 see attached Report**
- 106.20 To receive and approve the Minutes of the Parish Council Meeting held on Monday 17th March 2014**
- 106.21 Past Subject Matters**
- For the purpose of report only**
- (1) Matters raised by members of the public
 (2) Continuation of EH
 (3) Casual Vacancy
 (4) Letter to County Councillor – HGVs & Middlemoor Water Park
- 106.22 Resolutions**
- (1) **To resolve to accept Came & Company's Insurance quotation in the sum £1,125.09 for 2014/15's Annual Insurance Premium**
- 106.23 Finance & Personnel Committee**
- (1) **To receive the Draft Minutes of the Financial & Personnel Committee held on Monday 17th March 2014**
- (2) **To approve the following items of expenditure**
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|------|-------------------|---------------------------------|---------|-------|
| (1)* | Clerks & Councils | Direct Annual Subscription 2014 | 12.00 | |
| (2) | SDC | Dog Bin Emptying | 278.72 | |
| (3) | Came & Company | Annual Insurance Premium | 1125.09 | |
| (4) | SALC | Annual Subscription Renewal | 273.06 | |
| (5) | Intouch crm | Web Support – Apr 14 | 29.99 | 6.00 |
| (6) | Staff | Salaries & Expenses – Mar 14 | 1072.26 | |
| (7) | All Saints PCC | Hall Hire | 264.00 | |
| (8) | Microshade VSM | Monthly Hosting Fee | 43.00 | 8.60 |
| (9) | Sage UK Ltd | Stationery | 9.00 | 1.80 |
| (10) | Sage UK Ltd | Instant Payroll Licence Renewal | 130.00 | 26.00 |
| (11) | intouch crm | Web Support – May | 29.99 | 6.00 |
| (12) | Staff | Salary & expenses – April | 1150.44 | |
| (13) | SDC | Copy of Play Area Lease | 20.00 | |
| (14) | EH Cricket Club | Hedge Cutting – Play Area | 450.00 | |
| (15) | Staples | Stationery | 187.55 | 37.51 |
- 106.24 Planning Committee**
- (1) **To receive the Draft Minutes of the Planning Committee held on Monday 22nd April 2014**
(Minutes attached thereto)
- 106.25 Open Spaces Committee**
- (1) **To receive reports from the following brief holders**
- | | | |
|-----|------------------------|----|
| (1) | Playing Field | KC |
| (2) | Footpaths & Bridleways | GB |
| (3) | Roads & Transport | NL |
- 106.26 To receive the following Village Reports**
- | | | |
|-----|----------------------|----|
| (a) | Village Hall | LB |
| (b) | SALC | |
| (c) | Councillors | |
| (d) | District Councillors | |
| (e) | County Councillor | |
| (f) | Village Beat Officer | |

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|-----|---------------------------|----|
| (g) | East Huntspill School | HD |
| (h) | East Huntspill Pre-School | LB |

- | | | |
|-----|-------------------------------|-------|
| (i) | East Huntspill Pavilion Group | LB/RP |
| (j) | Coastal Cluster Group | VS |
| (k) | The Chairman | VS |
| (l) | The Clerk | BP |

106.27 To receive and consider the following correspondence and e-mails

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|------|-----------------|--|----|
| (1) | Sage UK Ltd | Sage Cover and Year End Payroll Guide | BP |
| (2) | Grant Thornton | Annual Audit of Accounts 31 st March 2014 | BP |
| (3) | SDC | Parish Council Vacancy | BP |
| (4) | Huntspill News | April 2014 | C |
| (5) | SCC | Re-cycling and refuse collections | E |
| (6) | EH Village Hall | Letter of Thanks – Grant Funding | C |
| (7) | SALC | Reminder to renew Annual Subscription | C |
| (8) | NALC | DIS <i>Extra</i> Issue No 830 21/02/14 | E |
| (9) | SALC | Minutes - North Area Meeting 18/03/14 | E |
| | | Presentation given by CEO Justin Robinson | E |
| (10) | NALC | Policy Review Survey 2014 | E |
| (11) | ALL Saints | PCC – Letter of Thanks and set of Financial Accounts 31/12/13 | C |
| (12) | NALC | DIS <i>Extra</i> issue 831 04/04/14 | E |
| (13) | Came & Storey | Parish Council Matters | C |
| (14) | Bank | Statements | BP |
| (15) | SALC | NALC Consultation – National Planning Policy Framework | E |
| (16) | SDC | Remittance – Precept 1 st Half - £15,000 and C.Tax Grant £1355.50 | BP |
| (17) | Police | Newsletter – March 2014 – Issue 02 | C |
| (18) | NALC | DIS <i>Extra</i> Issue 832 17/04/14 | C |
| (19) | Sage UK Ltd | Annual Licence Renewal reminder | C |
| (20) | SDC | Policy RLT3 – Two Applications – Details | C |
| (21) | Clerks & | & Councils Direct – May 2014 – Issue No 93 | C |
| (22) | Huntspill | News – May 2014 | C |
| (23) | SDC | Copy Lease – Play Area | BP |
| (24) | NALC | DIS <i>Extra</i> Issue 833 02/05/14 | E |
| (25) | Sage | Annual Licence Plan Renewal – Confirmation | BP |
| (26) | SDC | Coastal Parish Cluster Group Meeting – 28/05/14 | C |
| (27) | SDC | Road Closure Order 0 Original New Road East Huntspill | C |

Additional items for information received after the circulation of the Agenda

106.28 Other Business referred to the Clerk

106.29 Date of next Meeting

Tuesday 16th June 2014 commencing at 7.30 pm