



4th May 2016

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**TO: ALL COUNCILLORS**

You are hereby summonsed to attend the **Annual Meeting** of the **Parish Council** which will be held on **Monday, 8<sup>th</sup> May 2017**, in the **North Weald Library**, High Road, North Weald Bassett at **7.30pm** to transact the business shown in the Agenda below.

**Susan De Luca**  
**Clerk to the Council**

*Members of the public and press are invited to attend this meeting*

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### AGENDA

#### **1. ELECTION OF CHAIRMAN** 🖐

To **PROPOSE** and **SECOND** nominations for the Office of Chairman and, if there is more than one nominee, to vote thereon.

To **EXECUTE** the declaration of Acceptance of Office of Chairman of the Council.

#### **2. ELECTION OF VICE CHAIRMAN** 🖐

To **PROPOSE** and **SECOND** nominations for the Office of Vice Chairman and, if there is more than one nominee, to vote thereon.

#### **3. APOLOGIES FOR ABSENCE** 🖐

To **RECEIVE** any apologies for absence.

#### **4. OTHER ABSENCES**

To **NOTE** any absences for which no apology has been received.

#### **5. CONFIRMATION OF MINUTES** 🖐

📄 To **APPROVE**, as a correct record:

- the Minutes of the Meeting of the Parish Council held on 3rd April 2017

To **NOTE**,

The Minutes of the Parish Hall at Thornwood Common held on the 6<sup>th</sup> April 2017

The Minutes of the Neighbourhood Plan Steering Group held on the 20<sup>th</sup> April 2017

The Notes of the Remembrance Sunday Meeting held on 10<sup>th</sup> April 2016

All as attached at **Appendix 1**.

#### **6. DECLARATIONS OF INTEREST**

To **RECEIVE** any Declarations of Interest by Members.

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*A Member with a personal interest in a matter must consider whether it is a Disclosable Pecuniary, Non Pecuniary or Other Pecuniary Interest, and declare it accordingly. A Member who is unsure as to how to declare their interest should seek independent advice*

## 7. QUESTIONS FROM MEMBERS OF THE PUBLIC


To **RECEIVE** questions from members of the public.

*In accordance with an agreed procedure, the time allocated for public questions shall be limited to 15 minutes or such other period determined by the Chairman of the Meeting.*

## 8. RECORDING OF MEETINGS

Members are advised that NALC detail in their Standing Order (in bold type) that anyone can Audio Record Meetings of the Parish Council for future use. Therefore for the avoidance of doubt, it is now prudent for the Parish Council to audio record meetings themselves. Details of this matter are explained in the Standing Orders within your pack under Meetings Generally 1 (a). Members are therefore asked to **CONFIRM** their consent to the recording of this, and future meetings.

## 9. CLERKS COMMUNICATIONS AND CORRESPONDENCE REPORT


 To **RECEIVE** the report of the Clerk on matters which may be of current interest to Members and which require a formal update, and to **RECEIVE** such correspondence and communication as the Clerk may place before the Council, details of which are shown on **Appendix 2**.

*NOTE: Any Member wishing to have a communication brought to the attention of the Council should give prior notification to the Clerk.*

## 10. MEMBERSHIP OF COMMITTEES

**Vacancies - Members are asked to NOTE that there are currently 2 Vacancies on the Management Committee at the Parish Hall at Thornwood and 4 on the Queens Hall Trustees.**

Last year's Memberships is as detailed on **Appendix 3**

 To **DETERMINE** the membership of the Council's Standing Working Committees as follows -

(a) **Planning Committee** (14 Members)

to meet 1<sup>st</sup> and 3rd Mondays (usually) subject to plans being available.

(b) **Environmental Committee** (10 but Open to All Members).

to meet monthly during the day, usually four times a year.

(b) (i) **Allotments Sub Committee** (4 Members of The Environmental Committee)- to have delegated power to act on all matters relating to the allotments to meet weekly during the day (usually Wednesday Mornings).

(c) **Finance and General Purpose Committee** (Open to All Members)

to meet once or twice a year, but always to meet to set the Budget and Precept

(d) **Personnel Committee** ( Usually 5 Members)

to meet as and when necessary.

(d) (i) **Emergency Personnel Working Group** (3 Members of the Personnel Committee) to be able to meet at short notice

(e) **Forward Planning Committee** – Members to consider if they still wish this committee to go ahead – or should it be replaced by Members to part of a Neighbourhood Area Plan Committee.

f) **Neighbourhood Plan** – Cllr Blanks, Cllr Clegg, Cllr Tyler & Cllr Bedford as Substitute.

**11. DATES OF MEETINGS FOR THE MUNICIPAL YEAR** 

 To **NOTE** the dates of the Meetings attached at **Appendix 4**.

The Meeting calendar has already been distributed to Members but is copied again for Members perusal.

**12. REPRESENTATION ON OUTSIDE BODIES** 


Members are asked to **DETERMINE** the Council's representatives on outside bodies. Current/former representatives (where applicable) are shown in the following table.

OUTSIDE BODIES		
Outside Body		Current Representation Council Year 2016-2017
Parish Passenger Transport Forum		Position Vacant
Norway House		Cllr Hawkins & Cllr Mrs E Godwin Brown {Reserve}
North Weald Village Hall		Cllr Bedford
Queens Hall Charity		Cllrs Bartram, Bedford & Godwin Brown – Jean Juniper
Epping Forest District Council Committees <ul style="list-style-type: none"> <li>• Epping Forest Branch of the Association of Local Councils – two reps (clerks may also attend these meetings)</li> <li>• Local Councils' Liaison Committee – two reps – (clerks may also attend these meetings)</li> <li>• Joint Standards Committee – one rep (but only if your council is a member of this)</li> </ul>		Usually Clerk & Chairman or Vice Chairman  As Above  Currently Cllr Bedford

**13. REGISTRATION OF COUNCILLORS INTERESTS**

Members are reminded, that they should review their Interests on a regular basis, as such the Clerk is advising Members that on behalf of EFDCs Monitoring Officer *Members are asked to review their current Declaration and that if necessary a new form be completed and submitted to EFDC this to be done within 28 days of any change. This is a legal requirement.*

**14. REPORTS & MEMBERS REPORTS** 

 **Members are reminded that in order to ensure smooth and prompt running of the meeting it would be prudent to provide the Clerk with a written copy of their report in order that this can be circulated to all Members with the Agenda.**

To **RECEIVE** any questions emanating from any reports from Members who wish to give a report and/or who are representatives on Committees, Working Groups, Outside Bodies and other meetings that Members or the Clerk have attended and which, **if available**, will be reproduced at **Appendix 5: if they have been submitted by Members for inclusion**

### MEMBERS REPORTS

#### a) Chairman's Report

#### b) Vice Chairman's Report

#### c) District Councillors Reports, District Councillors are Invited to Submit a Written Report if they are Unable to Attend the Parish Council Meeting

#### d) County Councillor Reports

### 15. FINANCIAL REPORTS



#### a) List of Cheques & Monthly Statement of Accounts


To **APPROVE** the lists of payment which were made up to the 30<sup>th</sup> April 2017 and **NOTE** the account balances at the end of the month (**to be tabled**)

#### b) Notice of Internal Audit


Members are **REMINDED** that the Internal Auditor will be in attendance on the 9<sup>th</sup> June.

#### c) Approval of Accounts

 Members are advised that the Parish Council Accounts for the Municipal Year 2016 – 2017 will be distributed under separate cover prior to the meeting)  **Notice of Audit**

 Members are advised that the Council has been called to Audit by the External Auditor on the 12<sup>th</sup> June. The Statutory Notices advertising the Audit will be affixed to the Council's Noticeboards at the appropriate times.

### 16. REVIEW OF STANDING ORDERS & FINANCIAL REGULATIONS

 Members will recall at the March meeting the Clerk was instructed to look at the differences between the NALC Standing Orders / Financial Regulations and those currently used by the Parish Council. This has been a fairly difficult process in comparing the two. Therefore comparisons of the two documents have been made made to the best of the staffs ability, and it is now necessary for Members to decide how they wish to proceed in this matter, The recommendation from EALC (in order to proceed with the Local Council Award Application ) is to **ADOPT** the NALC Documents. These can be 'tailored' to suit the Parish Council – ie adding the relative dates and quorate numbers and financial amounts. Members will find in their pack, at **Appendix 6**, SIX documents, three for Financial Regulations and three for Standing Orders. The first sheet in each pack is a Comparison Sheet which needs to be read in conjunction with both sets of Standing Orders and Financial Regulations. Members need to be aware that everything in the NALC Document in **Bold Type** cannot be removed or altered. Members are asked to review the documents prior to the meeting, in order that decisions can be **AGREED**.

#### a) **REVIEW OF STANDING ORDERS**

Council will be asked for formally **ADOPT** tailored NALC Standing Orders.

#### b) **REVIEW OF FINANCIAL REGULATIONS**

Council will be asked to formally **ADOPT** tailored NALC Financial Regulations.

### 17. FIRST REGISTRATIONS OF LAND

The Clerk met with the Councillors Solicitors – Gerry Smith at Whiskers on Friday 21<sup>st</sup> April. A number of parcels have been registered however there are still 6 titles in the process of being registered, the Clerk will give an update at the meeting.

**18. EXCLUSION OF THE PUBLIC AND THE PRESS** 

In the event that the Agenda contains Exempt (pink) pages, or an item needs to be discussed confidentially, to **CONSIDER** the following motion to be proposed by the Chairman:

“That the public and the press be excluded from the meeting, the Council believing that publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be discussed.”

There is currently <b>ONE</b> confidential item to be considered
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