All Councillors are summoned to the Parish Council Annual Meeting on Monday, 21st May 2018 at **7pm**
in the North Luffenham Community Centre

North Luffenham Parish Council

Agenda

1/18 Election of Chair

2/18 Election of Vice-Chair

3/18 Apologies

4/18 Declarations of Interest

5/18 To review and confirm Committees & Working Groups for 2017/18

* 1. Planning Committee – currently Cllrs Smith, Burrows, Inman and Sewell
	2. Finance Working Group – currently Cllrs Cummings, Cade, Riordan and Sewell
	3. Play Area Working Group (for Phase 2) – currently Cllr’s Cade, Davies and Burrows
	4. St Georges Barracks Working Group – currently Cllrs Smith, Burrows and Cummings
	5. Web Working Group – currently Cllrs Burrows, Inman, Smith and
	Mr Wayne Bishop

6/18 To review and adopt Governance Documents for 2018-19 – Cllr Cummings

* Terms of Reference for Planning Committee
* Review Other PC formal documents:
	+ 1. Standing Orders
		2. Finance Regulations
		3. Code of Conduct and Conflicts of Interest Policy
		4. Complaints Procedure and accompanying:
			1. Grievance Policy
			2. Disciplinary Policy
		5. Procedure for handling requests associated with Freedom of Information Act 2000 and GDPR
		6. Press / Media Policy

7/18 Public Forum

8/18 To approve and sign Minutes as follows:

1. Parish Council meeting of 5th March 2018
2. Extraordinary Parish Council meeting of 9th April 2018
3. Extraordinary Parish Council meeting of 10th May 2018

9/18 To receive an update about progress of outstanding resolutions from the last meeting

1. Affordable Homes Audit report – Cllr Cummings
2. Resilience Plan – Cllr Cummings
3. St Georges Barracks, Working Group Terms of Reference – Cllr Cummings
4. Village Plan Survey – Cllr Cummings

10/18 Chairman’s Report

Annual Parish Meeting (held 03/04/2017)

11/18 To consider the Internal Audit Report – Cllr Cummings

12/18 To consider, approve and sign Section 1 - Annual Governance Statement 2017/18 – Cllr Cummings

13/18 To consider, approve and sign Section 2 - Accounting statements 2017/18, previously certified by the RFO – Cllr Cummings

14/18 To set the date for the commencement of the period for the exercise of public rights

15/18 Finance Report – Cllr Cummings

* 1. PC to consider and approve Finance Report
	2. Confirmation of receipt of Precept FYI 18/19:

 £13,136.00 BACS remittance advice received

* 1. To consider and approve Insurance premium of max £383.85 from BHIB Brokers, Insurers Aviva. (last years premium with AON was £421.63)
	2. To seek authority for payment of Angela Ashpole’s final salary of £589.61

16/18 Planning - Cllr Smith

To receive confirmation of Planning Consent:

1. **2018/0247/LBA** - **Proposal:** Demolition of existing modern garage and garden wall. Erection of a replacement single detached garage, addition of pitched roof to an existing extensio.n Replace kitchen casement windowwith double glazes casement window, New gate; The Old Rectory, 8 Church Street.
2. **2018/0246/FUL** – **Proposal:** Demolition of existing modern garage and garden wall. Erection of a replacement single detached garage, addition of pitched roof to an existing extensio.n Replace kitchen casement windowwith double glazes casement window, New gate; The Old Rectory, 8 Church Street.

17/18 Village Trust: appointment of PC Nominee as Trustee – Cllr Cummings

18/18 Date of next meeting: Parish Council meeting, Monday, 2nd July 2017

John Willoughby

Parish Clerk

14th May 2018