All Councillors are summoned to the Parish Council Annual Meeting on **Monday, 20th May 2019 at** **7pm** in the North Luffenham Community Centre

North Luffenham Parish Council

Agenda

**43/19.** Election of Chair

**44/19.** Election of Vice-Chair

**45/19.** Apologies

**46/19.** Declarations of Interest

**47/19.** To review and confirm Committees & Working Groups for 2019/20

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

**48/19.** To review and adopt Governance Documents for 2019-20 – Cllr Cummings

* Terms of Reference for Planning and Staffing Committees
* Review Other PC formal documents:
	+ 1. Standing Orders (revised May 2019)
		2. Finance Regulations
		3. Code of Conduct and Conflicts of Interest Policy
		4. Complaints Procedure and accompanying:
			1. Grievance Policy
			2. Disciplinary Policy
		5. Freedom of Information and GDPR policy
		6. Press / Media Policy

**49/19.** Public Forum

**50/19.** To approve and sign Minutes as follows:

1. Parish Council meeting on 4th March 2019
2. Annual Parish meeting on 18th March 2019
3. Extraordinary Parish Council meeting on 29th April 2019

**51/19.** To receive an update about progress of outstanding resolutions from the last meeting

**52/19.** Chairman’s Report

* St George’s Barracks
* Annual Parish Meeting (held 18th March 2019)

**53/19.** To consider the Internal Audit Report – Cllr Cummings / Clerk

**54/19.** To consider, approve and sign Section 1 - Annual Governance Statement 2018/19 – Cllr Cummings

**55/19.** To consider, approve and sign Section 2 - Accounting statements 2018/19, previously certified by the RFO – Cllr Cummings

**56/19.** To set the date for the commencement of the period for the exercise of public rights. (Recommended: Monday 17 June to Friday 26 July 2019)

**57/19.** Finance Report – Clerk

1. To receive a report from Cllr Bishop– Bank Reconciliation to 30th April 2019
2. PC to consider and approve Finance Report
3. Confirmation of receipt of Precept FYI 18/19 £10,000.00
4. To receive and approve the following payments
* £604.29; Zurich Insurance re PC Insurance Cover (To include Review of Insurance Cover)
* 26.76; Amazon re litter pickers for weekend clear-up
* £56.08; Clerk’s expenses (23/10/18-20/5/19)
* £36.00; CPRE membership fee

**58/19.** Planning - Cllr Smith

**Decision Notice 2019/0247/LBA**: The Old Rectory 8 Church Street North Luffenham Rutland LE15 8JR**.** Condition 3The revised window details on Plan 868P053B are acceptable and hereby approved.

**59/19.** Village Trust: appointment of PC Nominee as Trustee – Cllr Cummings

**60/19.** Consideration of proposal to run a Village Day 2019 and identify budget and areas of responsibility

**61/19.** Consideration of proposal to run Bonfire Night 2019 and identify budget and areas of responsibility including the provision of refreshments.

**62/19.** To consider and identify a date for an informal strategy meeting.

**63/19.** Notification of Cllr training dates including nominations and costs.

**64/19.** Review of web-site to include storage and accessibility of adopted PC policies, procedures and other documents

**65/19.** To resolve to conduct a review of the performance and annual appraisal of the Parish Clerk/RFO

**66/19.** Date of next meeting: Parish Council meeting, **Monday, 1st July 2019 @ 7pm, North Luffenham Community Centre.**

John Willoughby

Parish Clerk

12th May 2019