



Dickens Heath Parish Council

To All Members of the Council

Dated: Wednesday May 10th 2017

You are hereby summoned to attend the Annual Meeting of the Parish Council of Dickens Heath to be held in the Parish Council Rooms, Waterside, off Rumbush Lane on Tuesday 16th May 2017, at 7.00 pm, for the purpose of transacting the following business.

Helen Marczak, Clerk to the Council

AGENDA

- 1. Election of Chair**
- 2. To Receive the Chair's Declaration of Acceptance of Office**
- 3. To Receive Apologies for Absence & Acceptance of Reasons**
- 4. Public Participation**
- 5. To Receive Declarations of Interest/Written Requests for Dispensations for Disclosable Pecuniary Interests and to Grant any as appropriate**
- 6. To Receive a Report from the Borough Councillors - if present**
- 7. To Decide whether to Elect a Vice Chair**
- 8. To Agree Dates of and Venue for Council Meetings for the Year**
- 9. To Resolve whether to Establish any Committees**
- 10. To Appoint Representatives to sit on outside bodies**
- 11. To Agree Cheque Signatories**
- 12. To Agree to Review Standing Orders and Financial Regulations**
- 13. To Approve the Minutes of the previous meeting held on Tuesday 18th April 2017**
- 14. To Approve in Principle the Minutes of the Annual Parish Meeting held on Tuesday May 2nd 2017**
- 15. Actions from the Minutes of the previous meeting – Clerk's update**

16. To Consider Planning Applications:

- 2017/01025 - 4 Elvaston Way - Garage conversion to habitable accommodation and ground floor rear kitchen extension.

17. SMBC Issues Update

18. To Consider Village Issues:

- Gardening/Landscaping
- Maintenance of Islands and Floral Decorations
- Community Litter Picks
- Welcome to the Village Signs
- Youth Club
- Memorial

19. To Receive any Reports from Councillors who have attended any outside groups or events

20. Financial Matters:

1. To Approve the Payments listed in May 16th 2017 agenda Appendix I: 2 direct debits and 16 payments totalling £3,018.61
2. To Receive a Report on the Finances of the Council
3. To Receive a Report from the Internal Auditor
4. To Receive the Risk Assessment & Management document 2017/18 and to Consider the Safeguarding of Parish Council Documents
5. To Approve and Sign the Annual Governance Statement 2016/17
6. To Approve and Sign the Annual Return Accounting Statements 2016/17

21. To Consider any Feedback on the Annual Parish Meeting

22. To Discuss the Vacancy on the Parish Council

23. The Parish Rooms – to discuss any proposed bookings or issues

24. To Consider Issues of Importance:

- Parish Council Website and Emails
- Grant Applications – Dickens Heath Football Club
- Items for next Parish Council News

25. To Consider Correspondence Received Since the Previous Meeting

26. Items for next agenda

27. To Consider whether, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest, as if members of the public were present during the consideration of such business, there would be disclosure to them of exempt information under paras I and II Part I of Schedule 12A of the Local Government Act 1972, that the press and public be temporarily excluded and they are instructed to withdraw.

28. Community Facilities

29. Traders' Parking

May 16th 2017 Agenda Appendix I

Direct Debits		£
BT	Phone	100.93
Opus	Gas	40.79
Payments		£
Orton Media	PC News in DH Dir Jul/Sep/Nov	209.00
W.J. Robinson	Internal Audit	144.00
Ignis Fire Protection	Fire Extinguisher Service	39.00
Salaries/Cllr Allowances	May 2017	1,728.88
HMRC	PAYE/NI May 2017	158.90
LGPS	Pension Contribution May 2017	328.15
Helen Marczak	APM Refreshments	103.44
Helen Marczak	Admin Expenses – May 2017	80.52
The Creaseline	Cleaning – fortnightly x 2	70.00
FCG Window Cleaning	Monthly clean	15.00
Total		3,018.61

Appendix I Cheque Payments Approved as Correct

Signed..... Date

Signed..... Date