



6th MAY 2016

DEAR COUNCILLORS,

YOU ARE SUMMONED TO ATTEND THE FORTHCOMING ANNUAL MEETING OF WORMINGFORD PARISH COUNCIL TO BE HELD IN THE WORMINGFORD VILLAGE HALL, AT 7.00 P.M. ON THURSDAY 12th MAY 2016 FOR THE PURPOSE OF TRANSACTING THE BUSINESS SHOWN IN THE AGENDA.

THE PUBLIC AND PRESS ARE WELCOME TO BE PRESENT.

HELEN COOK, CLERK

.....

AGENDA

ITEM	PRESENTER	MATTERS FOR DECISION
16/086	CLERK	<u>ELECTION OF CHAIRMAN 2016/2017</u> DECLARATION OF OFFICE TO BE SIGNED
16/087	CHAIRMAN	<u>ELECTION OF VICE CHAIRMAN 2016/2017</u> DECLARATION OF OFFICE TO BE SIGNED
16/088	CHAIRMAN	<u>WELCOME, APOLOGIES FOR ABSENCE</u> ALL APOLOGIES NEED TO GO THROUGH THE CLERK.
16/089	CHAIRMAN	<u>PARISH COUNCILLOR VACANCY</u> TO DISCUSS THE APPLICATIONS RECEIVED FOR THE CURRENT PARISH COUNCILLOR VACANCY AND TO CONSIDER CO-OPTION.
16/090	CHAIRMAN	<u>DECLARATION OF INTERESTS</u> ALL COUNCILLORS TO COMPLETE OR REVIEW THEIR DECLARATION OF INTEREST AND UPDATE IF NECESSARY. TO RECEIVE ANY 'DISCLOSABLE PECUNIARY INTERESTS, OTHER PECUNIARY INTERESTS or NON-PECUNIARY INTERESTS' RELATING TO ITEMS ON THE AGENDA.
16/091	CHAIRMAN	<u>PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA AND OTHER MATTERS THAT ARE OF MUTUAL INTEREST</u> The maximum time allowed for the public to participate is 10 minutes with each person being invited to speak for a maximum of 3 minutes. At the close of this item members of the public will no longer be permitted to address the council unless the Chairman deems it appropriate and adjourns the meeting.
16/092	CHAIRMAN	<u>WARD & COUNTY COUNCILLORS TO ADDRESS THE MEMBERS IF PRESENT</u> WARD COUNCILLOR (TO BE CONFIRMED, FOLLOWING THE ELECTION) COUNTY COUNCILLOR ANNE BROWN
16/093	CHAIRMAN	<u>CONFIRMATION OF MINUTES</u> <ul style="list-style-type: none">• MEETING HELD THURSDAY 14TH APRIL 2016.

- ANNUAL PARISH ASSEMBLY MEETING HELD THURSDAY 14TH APRIL 2016.

		<ul style="list-style-type: none"> • ANNUAL PARISH ASSEMBLY MEETING HELD THURSDAY 14TH APRIL 2016.
16/094	ALL COUNCILLORS	<p><u>REPRESENTATIVES 2016/17</u></p> <p>COLCHESTER ASSOCIATION OF LOCAL COUNCILS ESSEX ASSOCIATION OF LOCAL COUNCILS RECREATION TRUST NEIGHBOURHOOD PLAN ENVIRONMENTAL PAROCHIAL CHURCH COUNCIL WEBSITE NEIGHBOUR ACTION PANEL FINANCIAL</p>
16/095	ALL COUNCILLORS	<p><u>REVIEW AND RE-ADOPTION OF COUNCIL PROCEDURES AND POLICIES FOR 2016/17</u></p> <p>1) STANDING ORDERS 2) FINANCIAL REGULATIONS 3) RISK ASSESSMENT 4) ASSET REGISTER 5) SOCIAL MEDIA POLICY</p>
16/096	ALL COUNCILLORS	<p><u>RESPONSIBLE FINANCIAL OFFICER</u></p> <p>CONFIRMATION OF CLERK TO ACT AS RESPONSIBLE FINANCIAL OFFICER TO THE COUNCIL.</p>
16/097	ALL COUNCILLORS	<p><u>INSURANCE</u></p> <p>TO DISCUSS THE INSURANCE RENEWAL.</p>
16/098	ALL COUNCILLORS	<p><u>REC TRUST</u></p> <p>UPDATE.</p>
16/099	ALL COUNCILLORS	<p><u>PLANNING APPLICATIONS</u></p> <p>NO PLANNING APPLICATIONS.</p>
16/100	ALL COUNCILLORS	<p><u>BROADBAND</u></p> <p>TO RECEIVE AN UPDATE ON BROADBAND.</p>
16/101	ALL COUNCILLORS	<p><u>BUS SHELTER</u></p> <p>TO DISCUSS WORM IN BLOOMS REQUEST FOR GUTTERING TO BE ADDED TO CHAPPEL CORNER BUS SHELTER.</p>
16/102	ALL COUNCILLORS	<p><u>NEIGHBOURHOOD PLAN</u></p> <p>TO CONFIRM MEETING ON WEDNESDAY 18TH MAY AT 7.15PM AT THE WECE.</p>
16/103	ALL COUNCILLORS	<p><u>LITTER PICKING</u></p> <p>TO CONFIRM LITTER PICKING ON SATURDAY 21ST MAY AT 10AM.</p>
16/104	ALL COUNCILLORS	<p><u>HEDGE ON CHURCH ROAD</u></p>

		UPDATE.
16/105	ALL COUNCILLORS	<u>MEMBERSHIP RENEWALS</u> TO DISCUSS RENEWING MEMBERSHIP FOR CALC.
16/106	CLERK & ALL COUNCILLORS	<u>FINANCIAL MATTERS</u> 1) FINANCIAL STATEMENT. (ITEMS TO BE APPROVED FOR PAYMENT AND SIGNED AS PER PAYMENT SCHEDULE) 2) INTERNAL AUDIT REPORT – LETTER RECEIVED TO BE READ OUT TO THE MEMBERS. 3) APPROVAL OF GOVERNANCE STATEMENTS FOR 2015/16 PRIOR TO SUBMISSION TO THE AUDIT COMMISSION. SIGNATURE BY CLERK AND CHAIRMAN. 4) APPROVAL OF ANNUAL RETURN (FINAL ACCOUNTS) FOR 2015/16 PRIOR TO SUBMISSION TO THE AUDIT COMMISSION. SIGNATURE BY CLERK AND CHAIRMAN. 5) MONTHLY BUDGET INFORMATION. CLERK TO PRESENT THE BUDGET SO FAR AND SIX MONTH PROJECTION. 6) TO CONFIRM SIGNATORIES FOR BANK ACCOUNTS. 7) TO DISCUSS SETTING UP STANDING ORDERS FOR CLERK SALARY AND PENSION.
16/107	CHAIRMAN & CLERK	<u>CHAIRMAN & CLERK'S REPORT</u>
16/108	CHAIRMAN & CLERK	<u>CORRESPONDENCE RECEIVED</u> EALC – E-BULLETINS, JOBS & LEGAL UPDATES, MAKING THE LINK (ECC), NOTICE OF ELECTIONS (CBC), CBC PLANNING, INSURANCE RENEWALS, HMRC UPDATES, ESSEX PENSION FUND, S106 REPORTS.
16/109	CHAIRMAN	<u>ITEMS OF CONSIDERATION FOR FUTURE AGENDAS</u>
16/110	CHAIRMAN	IN ACCORDANCE WITH SECTION 1 (2) OF THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960 THE PARISH COUNCIL MAY EXCLUDE THE PUBLIC FROM A MEETING WHENEVER PUBLICITY WOULD BE PREJUDICIAL TO THE PUBLIC INTEREST BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS, AND WHERE SUCH A RESOLUTION IS PASSED, THIS ACT SHALL NOT REQUIRE THE MEETING TO BE OPEN TO THE PUBLIC DURING PROCEEDINGS TO WHICH THE RESOLUTION APPLIES. RESOLUTION TO CLOSE THE MEETING TO THE PUBLIC: THAT THE PUBLIC BE EXCLUDED FROM THE MEETING DURING CONSIDERATION OF AGENDA ITEM 16/111.
16/111	ALL COUNCILLORS	<u>HUMAN RESOURCES & PERSONNEL</u> TO DISCUSS ANY HR & PERSONNEL ISSUES.

MRS HELEN COOK

CLERK TO WORMINGFORD PARISH COUNCIL, 3 SEARLE WAY, EIGHT ASH GREEN, COLCHESTER, ESSEX. CO6 3QS E-MAIL: wormingford@outlook.com