



Mitcheldean Parish Council

A Living Wage Employer

The Town Hall
High Street
Mitcheldean
Gloucestershire
GL17 0AT

Chairman : Sara Gates
Tel. 07799 881875

Clerk : Sandra Schwanethal
Tel. 01594 544723

clerk@mitcheldeancouncil.co.uk

SUMMONS

To all Members of Mitcheldean Parish Council: Councillors; Blackmore, Edwards, Fraser, Gates, Henchley, James, Waddell & Wozencroft

Dear Councillor,

You are hereby summoned to attend a Parish Council meeting to be held on **Monday 14th March 2016 at 7 pm** at the Town Hall for the purpose of transacting the following Agenda business as shown.

Please note: Standing Orders will apply to all meetings & the Code of Conduct will be strictly adhered to. Any business not transacted on the night will be considered at an Extraordinary Meeting.

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities, Crime & Disorder, Health & Safety and Human Rights.

Yours truly, J. Shirley, Locum Clerk

7th March 2016

SAFETY EVACUATION ANNOUNCEMENT

- 1) To **Note** Apologies for Absence-
- 2) Members of the public issues (15 minutes Standing Orders suspended)
- 3) To **Receive** any Code of Conduct-Declaration of Interests.
- 4) To **Approve Minutes** of the Meeting of Mitcheldean Parish Council held on 8th February 2016.
- 5) **To receive an update on Planning matters.**
- 6) **Discussion and approval.** (items A-N 80 mins max)
 - A) To confirm annual play area inspection to be carried out by John Hicks & Associates during May
 - B) To consider the quote to improve the playing field drainage
 - C) To consider quotes for a deep clean of the sports pavilion
 - D) To consider the recommendations for the advertisement and recruitment of the Clerk
 - E) To review Standing Orders and consider amendments as drafted by the Clerk
 - F) To review Financial Regulations and consider amendments as drafted by the Clerk
 - G) To confirm the date of the Annual Parish Meeting and Full Council meeting dates during 2016/17
 - H) To agree grass cutting for April whilst the tender process is conducted.
 - I) To review the grass cutting tender specification for 2016/17.
 - J) To authorise a computer company to investigate and resolve problems with the office computer and laptop.
 - K) To consider the request from Mitcheldean WI.
 - L) To confirm policy regarding advertising material in the parish council noticeboards.
 - M) To consider the request from the Gardening Club to purchase primrose seeds and potting compost.

The Town Hall is open for public enquiries between
9:30am-1:30pm Monday, Wednesday & Thursday.

N) To consider moving all the piles of cut bracken at the Sheep Field into one location for removal or burning at a cost of £400.

- 7) County & District Councillor Reports (5 mins each)
- 8) Report from the Clerk –Matters arising, correspondence & enquiries (5 mins)
- 9) To note that the Parish Council can proceed to fill the Casual Vacancy through co-option as there were no requests to hold an election; the Clerk has advertised the vacancy with a view to co-opt at the April council meeting.
- 10) **Accounts/Finance** (10 mins)
 - A) To approve the payment schedule
 - B) To receive an update on 2015/16 accounts
 - C) To appoint independent auditor for the internal audit 2015/16
 - D) To confirm the budget for 2016/17.
- 11) Councillor Information Sharing (10 mins)