



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, Keene, Parker, Waddell & Wozencroft

Dear Councillor,

You are hereby summoned to attend the **Annual Parish Council meeting** to be held on **Monday 9th May 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

3rd May 2016

SAFETY EVACUATION ANNOUNCEMENT

- 1) To elect Chair of Mitcheldean Parish Council and receive Chair's Declaration of Acceptance of Office
- 2) To elect Vice-Chair of Mitcheldean Parish Council
- 3) To **Note** Apologies for Absence.
- 4) Members of the public issues (15 minutes Standing Orders suspended)
- 5) To **Receive** any Code of Conduct-Declaration of Interests.
- 6) To **Approve Minutes** of the Meeting of Mitcheldean Parish Council held on 11th April 2016.
- 5) **To receive an update on Planning matters.** (10 mins)
 - a) Application 16/0025/FDREG3 – Building 6, Vantage Point Business Village – Change of classification of ground floor use from D1 to B1.
 - b) Application P0549/16/FUL – 23 Baynham Road – proposed first floor extension and balcony.
 - c) Application P0579/16/FUL – 9 The Crescent – single storey extension to front of house.
- 6) **Discussion and approval.** (items A-J 45 mins)
 - A) To consider options for regular cleaning of the sports pavilion following the deep clean in July
 - B) To consider the purchase of a litter bin for Gloucester Road bus stop (£283.29+VAT for a floor standing metal bin or £111.99+VAT for a post-mounted bin - plus installation costs)
 - C) To consider the purchase of a multi garden tool for groundstaff (£299.54+VAT from Toolite)
 - D) To agree the cost of conducting a Legionella Risk Assessment at the pavilion at a total of £316.
 - E) To approve the Information Security Policy as amended
 - F) To review the Lone Worker Policy
 - G) To review the inventory of land and assets.
 - H) To authorise the signing of the Transfers of Land forms for Land at Stars Pitch and Land at Mill End Street.
 - I) To renew the annual insurance at a cost of £1589.90 (year 2 of a 3 year long term agreement)

J) To agree the date of the next Councillor Workshop to consider projects and grant funding.

7) County & District Councillor Reports (5 mins each)

8) Report from the Clerk –Matters arising, correspondence & enquiries (5 mins)

9) **Accounts/Finance** (10 mins)

A) To approve the payment schedule

B) To receive an update on 2016/17 accounts

C) To approve the Annual Governance Statement for 2015/16

D) To approve the year end accounts for 2015/16.

E) To consider the tenders for the grass cutting contract.

F) To review the list of direct debits

G) To review the Council's bankers and authorised signatories.

10) Councillor Information Sharing (10 mins)

11) To receive an update on the Fete and to approve the cost of hiring an outdoor tannoy system

12) **SEPARATE BUSINESS**

Pursuant to 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and press leave the meeting during the consideration of:

To consider the options for the Clerk vacancy.