



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 11th April 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

4th April 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 14th March 2016.
- 5) **To receive an update on Planning matters.**
- 6) **Discussion and approval.** (items A-K 45 mins)
 - A) To consider options for regular cleaning of the sports pavilion following the deep clean in July
 - B) To adopt Standing Orders as amended
 - C) To adopt Financial Regulations as amended
 - D) To approve cost of providing St John Ambulance at the annual fete
 - E) To approve cost of community centre hire for the annual fete
 - F) To approve Council Policies:
 - Absence Management
 - Communications
 - Community Engagement
 - Complaints
 - Data Protection
 - Dignity at Work
 - Disciplinary Procedure
 - Equality
 - Expenses

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

- Grievance
- Health & Safety
- Publication Scheme
- Staff Appraisal
- Training.

G) To review the draft Information Security policy.

H) To consider the issue of broken glass around the village and discuss solutions.

I) To consider utility vehicles options.

J) To approve the purchase of a petrol-powered multi-function hedge strimmer at a cost of £129.99.

K) To consider signing the petition lobbying for Parish Councils to have right of appeal on planning applications.

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| 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 2015/16 accounts including latest bank reconciliation | |
| | C) To note that one of the fixed term deposits will mature on 29 th April and the funds will return to the current account unless Council instructs the bank to re-invest. | |
| 10) | Councillor Information Sharing | (10 mins) |
| 11) | To consider co-options to fill two councillor vacancies | (10 mins) |

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 review the applications received for the Clerk vacancy and shortlist for interview.