

Mitcheldean Parish Council

Trustees of the Mitcheldean Playing Field

www.mitcheldeancouncil.co.uk

AGENDA

(Standing Orders will apply to all meetings & the Code of Conduct will be strictly adhered to)
12th May 2014 at 7pm

- 1) Elect Chairman
 - a) Receive Chairman's declaration of acceptance of office
 - b) Elect a Vice-Chair
- 2) To **Note** Apologies for Absence
- 3) Members of the public issues (15 minutes)
- 4) Code of Conduct-Declaration of Interests.
- 5) To **Approve Minutes** of the Monthly Meeting of Mitcheldean Parish Council held on the 14th April 2014.
- 6) Review of delegation arrangements to committees
 - a) Review of terms of reference
- 7) Review councillor training policy-Health & Safety mandatory as an employer
- 8) **Planning-**
 - a) Approve delegated powers for two councillors and the clerk to return the council's comments on applications received.
- 9) **Properties/Asset:**
 - a) Review of inventory of land and assets including office equipment
 - b) Review and approval of arrangements for Insurance cover in respect of all insured risks
 - c) Approve quote for refurbishment of Rainbow unit
 - d) Approve contractors for George Read Memorial Bench
 - e) Approval for WI plans to negotiate re-siting Museum and use of Town Hall
 - f) Approval for Pony rides to take place on the playing fields on the 19th July 2014
- 10) **County/ District Councillors Reports (5mins each)**
- 11) **Chairman's Report-as given at Parish Meeting.**
- 12) **Report from Clerk –Matters arising, correspondence & enquiries**
- 13) IN COMMITTEE
Accounts/Finance-
 - a) Approve amendment to Standing Orders and Financial Regulations
 - b) Approve Year End Accounts
 - c) Approve Charity Accounts
 - d) Approval for Direct Debits to be paid
 - e) Review of Council's bankers and cheque signatories
 - f) Review of arrangements with other local authorities including Service level agreements
 - g) Review of the Council's and /or employees memberships of bodies.
 - h) Review Council's complaints procedures
 - i) Review council's procedures for handling Freedom of Information Act requests and Data Protection Act 1998
 - j) Review Council's policy on donations

To approve payment schedule
Approve donation to Forest Sensory Centre-see letter
Approve funding for notice board at Library via WI
- 14) **Councillors Information Sharing**
DS update on War Memorial-ownership-maintenance-insurance liability.
Publicity material fromLAG funding

Chairman: Mr D M Scott
Tel: 07718 055432

Clerk: Sandra Schwanethal
Tel: 01594 544723

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