

EVERDON PARISH COUNCIL
Website: www.everdonpc.co.uk

Chairman: Mr. Kevin Nichols

Clerk: Mrs Erica Fothergill
7 Exeter Close
Daventry
Northamptonshire
NN11 4SY
Tel. 01327 310864
Email: clerk@everdonpc.co.uk

To members of the Council:

You are hereby summoned to attend the Annual Meeting of Everdon Parish Council.

Venue: Village Hall, High Street, Everdon on Monday 9 May 2016

Time: At 7:00pm, for the purpose of transacting the following business.

Members of the public and press are invited to attend and may address the Council at its Open Forum.

AGENDA

1	To elect a Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.
2	To elect a Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office.
3	Resolution to approve and sign the minutes of the statutory meeting of the Parish Council held on Monday 11 April 2016.
4	Public Open Forum – Will be conducted in terms of paragraphs 1c to 1l of our Standing Orders (available on the Council's website), summarised briefly as follows: A member of the public is entitled to speak only once on agenda items, for no longer than 3 minutes. The period of time for public participation, which is at the Chairman's discretion, shall not exceed 10 minutes. In accordance with the above, a question asked by a member of the public during a public participation session, shall not require a response or debate. The Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to the Clerk for a written or oral response.
5	Resolution to approve apologies for absence.
6	To receive members' Declarations of Interest for items on the agenda.
7	To review the Standing Orders adopted by the Council on 11 November 2013.
8	To review and adopt the 2016 Financial Regulations, adapted to the council's operational requirements.
9	To review the Council's Risk Assessment.
10	Review of delegation arrangements to the finance committee and Clerk/RFO.
11	Review membership and terms of reference for the finance committee.
12	Appointment of internal control officer to oversee the council's finances.
13	To review Declarations of Interest and submit any changes to DDC's Monitoring Officer.

14	To determine the dates of ordinary meetings up to and including the next Annual Parish Council meeting in May 2017.																										
15	To review and approve the Asset Register and ensure that all assets are adequately insured.																										
16	To review and approve the following policies and procedures:																										
	1	Policy for dealing with the press/media																									
	2	Policy on recording meetings																									
	3	Procedures for handling requests made under the Freedom of Information (Fol) Act 2000 and the Data Protection Act 1998																									
	4	Fol Complaints Procedure																									
17	Finance																										
	1	Resolution to approve and sign the bank reconciliation for April 2016.																									
	2	Resolution to approve and sign the Income and Expenses for April 2016.																									
	3	To consider the internal auditor's section of the Annual Return and the 2015/16 Internal Audit Report and issues arising from the report.																									
	4	Resolution to continue using Northants CALC's internal auditors to carry out the council's internal audits.																									
	5	To review the insurance quotation for £358.01, received from Came & Company. The quotation shows an increase of £14.87 on last year and includes market-related replacement values of our assets.																									
	6	Resolution to approve payment of outstanding accounts:																									
		<table border="1"> <thead> <tr> <th>Payment</th> <th>Payee</th> <th>Description</th> <th>Amount £</th> </tr> </thead> <tbody> <tr> <td>Online</td> <td>E Fothergill</td> <td>April Salary plus 9 hrs overtime</td> <td>491.20</td> </tr> <tr> <td>Online</td> <td>E Fothergill</td> <td>April Expenses, incl. new mouse & shredder</td> <td>109.16</td> </tr> <tr> <td>Online</td> <td>Came & Company</td> <td>2016/17 Insurance premium</td> <td>358.01</td> </tr> <tr> <td>Online</td> <td>S H Tree Works</td> <td>Mowing for April, 2nd cut</td> <td>200.00</td> </tr> <tr> <td>Online</td> <td>Northants CALC</td> <td>Subscription and internal audit</td> <td>398.14</td> </tr> </tbody> </table>		Payment	Payee	Description	Amount £	Online	E Fothergill	April Salary plus 9 hrs overtime	491.20	Online	E Fothergill	April Expenses, incl. new mouse & shredder	109.16	Online	Came & Company	2016/17 Insurance premium	358.01	Online	S H Tree Works	Mowing for April, 2 nd cut	200.00	Online	Northants CALC	Subscription and internal audit	398.14
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18	Planning																										
	Application	Address	Details																								
	DA/2016/0385	2 Stubbs Road Everdon	Replacement of existing shed with larger shed																								
	Comments																										
19	Correspondence received - for information only, no action to be taken.																										
	1	Thank you letter received from the PCC for the £500 grant made towards churchyard maintenance.																									
	2	Leaflet received from 'Mind' in Northamptonshire - their Side by Side project is aiming to improve people's Mental Health through Peer support In your community. Please see the noticeboard for details about an awareness event on 17 th May from 1am to 3pm.																									
	3	Northamptonshire County Council (NNC) has launched a consultation looking at key public health nursing services for children and young people. The consultation is open from 27th April until 12th June and is available at https://www.surveymonkey.co.uk/r/0-19PublicHealthService																									

4	NCC's Highway Permit Scheme for Road and Street Works will commence on the 1 st June 2016 is available on the Councils website or by clicking on the link below: http://www3.northamptonshire.gov.uk/councilservices/northamptonshire-highways/licences-and-business-permits/Pages/permit-scheme.aspx?_ga=1.129169807.243541122.1400756707
20	Date of next meeting – the next Parish Council meeting will be held on Monday 13 June 2016 at 7.00pm.



Erica Fothergill
Clerk / Responsible Financial Officer
Everdon Parish

Issued: 03/05/2016