

METHERINGHAM, SOTS HOLE AND TANVATS PARISH COUNCIL

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AGENDA **31st May 2017**

1. **To elect a Chairman of the Council**
2. **To receive the Chairman's declaration of acceptance of office**
3. **To elect a Vice Chairman of the Council**
4. **To resolve to accept Apologies for Absence and reasons given in accordance with Local Government Act 1972 s85(1).**
5. **Members Declarations of Interests:**
 - a) Members may make any declarations of interest at this point but may also make them at any point during the meeting in accordance with Metherringham Parish Councils Code of Conduct.
 - b) Dispensations: To consider and grant dispensation to relevant members in accordance with Metherringham Parish Councils Code of Conduct.
6. **To appoint representatives to outside bodies:** Members must be independent of the outside body they are appointed to, should consult with council prior to attending meetings and report back to council on a regular basis.
 - a) Lincolnshire Association of Local Councils (LALC) County Committee
 - b) B1188 Community Police Panel
 - c) Village Hall Management Committee
7. **Appointments to committees of the Council**

To consider and resolve to appoint members to serve on the Committees of the Council

 - Planning Committee
 - Finance Committee
 - Staffing Committee
8. **Appointments to serve on Working Groups**

To consider and resolve to appoint members to serve on the working groups

 - Community & Sports Centre Developments
 - Environment & Infrastructure
 - Strategic Planning
 - Communications
 - Events

9. Parish Council Procedures:

a) Review of the procedures as detailed below:

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| Standing Orders MPC/001-R9 |
| Financial Regulations MPC/002-R2 |
| Equal Opportunities MPC/003-R2 |
| Filling of Casual Vacancy MPC/004-R2 |
| Discipline Procedure MPC/005-R2 |
| Grievance Procedure MPC/006-R2 |
| Complaints Procedure MPC/007-R3 |
| Risk Assessment – General Procedure MPC/008-R3 |
| Risk Assessment Report MPC/009-R6 |
| Tenancy Agreement for Allotment Gardens MPC/010-R3 |
| Freedom of Information – Publication Scheme MPC/011-R3 |
| Dignity at Work/Bullying and Harassment Policy MPC/012-R1 |
| Application for General Power of Competence Grant MPC/013-R3 |
| Training - Statement of Intent MPC/014-R2 |
| Community Engagement – Statement of Intent MPC/015-R1 |
| <i>Protocol between NKDC & MPC for Handling Notification of Complaints and Results of Hearings MPC/016-R1 - Cancelled</i> |
| Gifts and Hospitality Register MPC/017-R2 |
| Press and Media Policy MPC/018-R1 |
| Fly Posting Policy MPC/019-R1 |
| Health & Safety Policy MPC/020-R1 |
| Data Protection Policy MPC/021-R1 |
| Document Retention, Archive and Destruction Policy MPC/022-R1 |
| Environmental Policy and Checklist MPC/023-R1 |
| Public Speaking at Meetings MPC/024-R1 |
| Agenda Items MPC/025-R1 |
| Safeguarding Policy MPC/026-R1 |
| Social Media Policy MPC/027-R1 |
| Communications Policy MPC/028-R1 |
| Lone Working Policy MPC/029-R1 |
| Volunteer Policy MPC/030-R1 |
| CCTV Policy MPC/031/R1 |
| Recording & Filming of Council & Committee Meetings MPC/032 |
| Scheme of Members Allowances |

10. **To resolve to appoint an Acting Responsible Financial Officer LGA 1972 S112 (1):** Councillor Ford
11. **To resolve to appoint an Internal Auditor:** John Wood
12. **Asset Register:** To consider and verify the asset register for 2017-2018 (circulated with agenda).
13. **To agree annual rent for Parish Council Allotments:** £20.00 per allotment
14. **Timetable of Meetings:** To agree the dates of full Council Meetings for 2017/2018 (circulated with agenda).

15. **Notes of the Parish Council Meeting held on Tuesday 25th April 2017, to be approved and signed as the minutes (circulated with agenda).**
16. **Reports from representatives on outside bodies:**
- a) To receive a report from the County Councillor.
 - b) To receive a report from the District Councillor.
 - c) To receive a report from the Parish Dog Warden
 - d) To receive reports from Council representatives on other outside bodies.
 - i) Lincolnshire Association of Local Councils (LALC) County Committee
 - ii) B1188 Community Police Panel
 - iii) Village Hall Management Committee
17. **Clerks Report (circulated with agenda).**
18. **Financial matters:**
- a) **CCTV:** To consider and resolve to purchase a CCTV system EZVIZ Mini+ (Plus) 1080P Full HD Wi-Fi CCTV Indoor Cube Camera with Cloud Recording - 10m Infrared Night Vision, Works with Alexa IFTTT – Black, for the parish council office at a cost of £99.00 from Amazon.
 - b) **New Play Park Opening Event:** To consider and resolve a budget of £250.00 is allocated to the play park opening event.
 - c) **MUGA:** To consider and resolve to re-locate the multi-use goal end at a cost of £1,000.00, to allow the new zip wire to go into position.
 - d) **Insurance:**
 - i) To consider and approve the Council's Insurance renewal premium due on 1st June 2017 at a cost of £3,029.81. This takes into consideration a 3 year long term agreement and includes an annual 5% no claims discount (budgeted item).
 - ii) To consider and approve the parish council pay for the Metheringham Swimming Pool Management Committees insurance premium at a cost of £950.00.
 - iii) To consider and resolve the parish council pay for the Metheringham Village Hall Management Committees insurance premium at a cost of £280.00.
 - e) **Accounts for Payment:** To consider and approve accounts for payment (report circulated separately).
 - f) **Financial Report:** To receive a report from the RFO on the PC finances, Income and Expenditure (report circulated separately).
19. **Correspondence:** To note general correspondence (publications and letters are available for inspection at the meeting)
20. **Armed Forces Day 2017:** To approve details for Armed Forces Day flag raising ceremony to be held on Monday 19th June 2017.
21. **Annual Report 2016/2017:** To receive comments from members on the Annual Report for 2016/2017, to amend document accordingly and agree to send for printing (circulated with agenda).

22. **Annual Village Meeting 2017:** To review the Annual Village Meeting.
23. **Date, time and venue of next meeting:** Tuesday 27th June 2017 at 19:15 in the Village Hall.
24. **Public Bodies (Admission to Meetings) Act 1960 Exclusion of the Press and the Public:** To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.
25. **Criminal Damage to MPC CCTV:** To consider and resolve any further action following response to MPC e-mail sent to Lincolnshire Police.
26. **Village Hall:** To consider and resolve how best to assist the village hall management committee.
27. **Council Vacancies:** To co-opt five new members to the Parish Council (document circulated with agenda).