

SAMPFORD PEVERELL PARISH COUNCIL

I hereby give notice that the 2017 Annual Parish Meeting will take place on **WEDNESDAY 10 MAY 2017** starting at **7.00 pm** in the Committee Room of the Memorial Hall, Lower Town, Sampford Peverell. This will be immediately followed by the 2017/18 Annual Meeting of the Parish Council.

All Members of the Parish Council are hereby summoned to attend for the purpose of considering and resolving the business as set out hereunder.

Dated this 26 April 2017

M J Aspray
Clerk to the Parish Council

AGENDA

ALL MEMBERS ARE REMINDED OF THE NEED TO MAKE DECLARATIONS OF INTEREST PRIOR TO ANY RELEVANT DISCUSSIONS THAT MAY TAKE PLACE DURING THIS MEETING

2017 Annual Parish Meeting (to be Chaired by the 2016/17 Chairman)

- 1 Chairman's opening remarks
- 2 Apologies for absence
- 3 Minutes of the 2016 Annual Parish Meeting held on 11 May 2016
- 4 Matters arising from these Minutes
- 5 Annual report by the Chairman of the Parish Council
- 6 Accounts of the Parish Council for 2016/17
- 7 Publicity: planning applications and other Parish Council matters
- 8 Open Forum (for comments/questions from parishioners on Parish matters)
- 9 Any other matters by leave of the Chairman
- 10 Close of meeting

2017/18 Annual Meeting of the Parish Council

- 1 Election of Chairman and Vice-Chairman for 2017/18
- Declarations of their Acceptance of Office
- 2a Confirmation of applicable Code of Conduct for Members in 2017/18
- b Confirmation of Standing Orders of the Parish Council
- 3 Open Forum (for questions relating to the agenda for this meeting)
- 4 Apologies for absence
- 5 Minutes of the business meeting of the Parish Council held on 28 March 2017
- Matters arising from these Minutes (other than items to follow)
- Declarations of Interests made by Members at the above Meeting
- 6 Planning matters: applications considered by sub-committee/ decisions notified by MDDC/ Appeals notified/ new applications (to 25 April 2017)/ matters notified after 25 April 2017/ enforcement matters/ planning correspondence.

continued.....

- 7 Finance: (a) statement of accounts
 (b) payments made since last meeting
 (c) authority to pay accounts rendered
 (d) accounts for 2016/17
 (e) internal audit arrangements
 (f) external audit: Annual Return
 (g) Bank mandate amendments
- 8 Parish Council Working Groups - reports from outgoing Chairmen
 - Community Safety
 - Environment
 - Publicity - website additional content
 - Parish Plan/Funding - TAP Fund
 - Affordable housing
 - Recreation Ground development
- 9 Reports by 2016/17 Parish Council representatives:
 (a) Village Hall & Recreation Ground Charity Committee
 (b) Canal Advisory Committee
 (c) Sampford Peverell Society
 (d) Sampford Peverell & District Twinning Association
 (e) Tree Wardens
- 10 Appointment of Members to Committees of the Parish Council for 2017/18
 (a) Planning Committee
 (b) Finance Committee
- 11 Working Groups for 2017/18 - appointment of Chairmen and members
 - terms of reference
 - individual responsibilities (snow warden:
 tidiness: business promotion)
- 12 Appointment for 2017/18 of a Parish Council representative for.....
 (a) Village Hall & Recreation Ground Charity Committee
 (b) Grand Western Canal Joint Advisory Committee
 (c) Sampford Peverell Society Committee
 (d) Sampford Peverell & District Twinning Association Committee
 (e) Tree Wardens group
- 13 Highways and other village matters:
 - Spring litter pick
- 14 Report from the Community Police Officer
- 15 Discussions with County and District Councillors
- 16 Vacancies on the Parish Council
- 17 Annual walk of Parish footpaths, 2017: P3 scheme membership
- 18 Appointment for 2017/18 of.....
 (a) Publicity Officer(s) of the Parish Council
 (b) Responsible Finance Officer of the Parish Council
- 19 Correspondence
- 20 Next bi-monthly business meeting of the Parish Council:
 (a) to confirm date, time and location: Tuesday 25 July 2017 at
 7.00 pm in the Committee Room of the Memorial Hall
 (subject to booking)
 (b) Agenda items deadline: 10 July 2017

continued.....

- 21 To agree dates to be booked for other meetings in 2017/18 –
 - bi-monthly business meetings: Tuesday 26 September 2017
 - Tuesday 28 November 2017
 - Tuesday 23 January 2018
 - Tuesday 27 March 2018
 - Finance Committee meeting: Tuesday 12 December 2017
(budget and precept for 2018/19)
 - 2018 Annual Parish Meeting and 2018/19 Annual Meeting of the
Parish Council: Wednesday 9 May 2018
(approval of accounts for 2017/18 and preparations for annual
audit)
- 22 Any other matters by leave of the Chairman

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Supplementary information for the Annual Meeting of the Parish Council

- Item 5 Declaration of interests: none
- Item 7 (b) Recent payments: none
- 7 (c) Accounts to be paid:
 - (i) M J Aspray: Clerk’s salary for April & May 2017: £566.00
 - (ii) M J Aspray: Clerk’s expenses (to be presented at the meeting)
 - (iii) Sampford Peverell Parish Magazine: agreed donation for 2017/18:
£200.00
 - (iv) Zurich Municipal: Insurance premium due 1 June 2017: £
- Item 19 Correspondence: to note items already circulated and any other items received after 25 April 2017.