

RINGSTEAD PARISH COUNCIL

Parish Office:
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To: All Parish Councillors
From: Mrs L Marshall, Clerk to Ringstead Parish Council

Date: 4th May 2017

Dear Councillor

You are hereby summoned and required to attend the **Annual Meeting** of Ringstead Parish Council to be held in The Village Hall, High Street, Ringstead, Northamptonshire NN14 4DA on **Wednesday 10th May 2017** commencing at 7.30pm to transact the business listed below.

Members of the Public and Press are invited to attend and to participate in Public Open Time.

AGENDA

- RPC17/093 Chairman R Phillips to Open the Meeting and Stand Down
- RPC17/094 Election of Chairperson
- RPC17/095 Chairperson's Declaration of Acceptance of Office
- RPC17/096 Election of Vice Chairperson
- RPC17/097 To remind Councillors to check their online Register of Members' Interest and amend if necessary.
- RPC17/098 **Public Open Time** (Members of the public are invited to address the Council, give their views and question the Council on issues on this agenda, or raise issues for future consideration (at the discretion of the Chairman). Members of the public may not take part in the Council meeting itself. At the close of this item members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their representations through the Chairman of the meeting).
- RPC17/099 To Receive and approve apologies for absence
- RPC17/100 To receive Declarations of Interest under the Council's Code of Conduct related to business on the agenda. (Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business. Declarations must be made verbally at the appropriate time as well as entered in the Interest Book).
- RPC17/101 To receive and approve for signature the Minute of the Meetings held on the 12th April 2017.*
- RPC17/102 Review of Actions from previous meeting and to receive the Clerk's Report.*
- RPC17/103 To receive and approve the Balance of Accounts.* **To Follow**
- RPC17/104 Chairman to approve and sign off the Bank Statements.
- RPC17/105 To receive and approve the Monthly 2017/18 Budget Review.*
- RPC17/106 To receive, complete and approve the Annual Governance Statement 2016/17.*
- RPC17/107 To receive and approve the Accounting Statement 2016/17.*

Please note that this is a public meeting and you may be filmed, recorded and published.
Copies of all council papers are available to download at: www.ringsteadpc.org.uk

- RPC17/108 To receive, approve and accept the Internal Auditor's Report. * To Follow
- RPC17/109 To receive and approve the Annual Return in its entirety and to sign where indicated. * Clerk to submit the Annual Return by the 12th June 2017.
- RPC17/110 To note that in accordance with the Accounts and Audit Regulations 2015 the period of inspection for the exercise of public rights is from 5th June until the 14th July 2017.
- RPC17/111 To consider and review the Clerk's Salary in accordance with the National Pay Scales.
- RPC17/112 Approval & Adoption of Amended and Updated Finance Regulations & Risk Management Scheme as advised by the Finance Advisory Committee.
- RPC17/113 Review & Approval that the Councillors Code of Conduct remains as previously approved without change. *
- RPC17/114 Review & Approval that the Standing Orders remains as previously approved without change. *
- RPC17/115 Review of Adequacy of Insurance Policy. *
- RPC17/116 Review & Approval that the following policies/procedures held by the Council remain as previously approved without changed (copies are available on the website):-

Awards of Grants & Donations
Complaints Procedure
Data Protection
Equal Opportunities
Lone Working
Press & Media
Retention of Documents
Training & Development

- RPC17/117 To consider and approve switching to Internet Banking as discussed by the Finance Advisory Committee.
- RPC17/118 To approve the following invoices due for payment:

Chq. No.	Payee	Net £	VAT £	Total £	Details
1297	Jeff Hornsey	124.35	0	124.35	Fischer FWB Wallbolt, Drill & Hose
1298	Emma Hall	30.80	0.00	30.80	Copying & Printing of Garden Design

- RPC17/119 Future Developments: Re-visiting whether the Council should look into producing a Neighbourhood Plan and obtaining a Grant for this purpose.
- RPC17/120 Update on Annual Parish Meeting: 24th May and to approve the poster.
- RPC17/121 Heritage Group – Letter of Support
- RPC17/122 To consider response to Note received from Kenneth Dornan at 12.04.17 meeting. *
- RPC17/123 To note Clerk's new role of Clerk to Little Addington; working from the Parish Office.

**REPORTING
FOR INFORMATION ONLY**

- RPC17/124 AED (Defibrillator) Report: Cllr R Talbot to give verbal update.
- RPC17/125 Report from Traffic Movement Advisory Committee: Cllr G Slack to give verbal update.
- RPC17/126 Lighting Report: Cllr C Marston to give verbal update.
- RPC17/127 Open Spaces: Cllr C Harris to give verbal update.
- RPC17/128 The Village Garden: Cllr J Hornsey to give verbal update.
- RPC17/129 Kinewell Trust: Cllr Ms K du Boulay to give verbal update.
- RPC17/130 Date of Next Parish Council Meeting: Wednesday 14th June 2017 at 7.30pm.

L Marshall

Mrs Linda Marshall
Clerk to the Council

***Background information provided prior to meeting**

***The Agenda specifies the business that it is proposed to transact
(Local Government Act 1972 Sch.12 para 10 (2)(b))
and the Council cannot lawfully decide any matter which is not specified in the Agenda
(Longfield Parish Council v Wright (1918) 88 LJ Ch 119)***