

RINGSTEAD PARISH COUNCIL

Parish Office:
The Village Hall
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Northants NN14 4DA

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To: All Parish Councillors
From: Ms L Ritchie, Clerk to Ringstead Parish Council

Date: 6 June 2019

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 12th June 2019** 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

- RPC19/430 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).
- RPC19/431 To Receive and approve apologies for absence
- RPC19/432 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).
- RPC19/433 To receive and approve for signature the Minute of the Meetings held on the 8th May 2019.*
- RPC19/434 Review of Actions from previous meeting and to receive the Clerk's Report.*
- RPC19/435 To receive and approve the Balance of Accounts.*
- RPC19/436 Chairman to approve and sign off the Bank Statements.
- RPC19/437 A. To receive and approve the Monthly 2018/19 Budget Review
B. To receive Report from FAC
- RPC19/438 To receive, complete and approve the Annual Governance Statement 2018/19.*
- RPC19/439 To receive and approve the Accounting Statement 2018/19.*
- RPC19/440 To receive, approve and accept the Internal Auditor's Report.* to follow
- RPC19/441 To receive and approve the Annual Return in its entirety and to sign where indicated.* Clerk to submit the Annual Return by the 1 July 2019.
- RPC19/442 To note that in accordance with the Accounts and Audit Regulations 2015 the period of inspection for the exercise of public rights is tbc

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

- RPC19/443 Approval & Adoption of Amended and Updated Finance Regulations & Risk Management Scheme as advised by the Finance Advisory Committee.*
- RPC19/444 Review & Approval that the Councillors Code of Conduct remains as previously approved without change.*
- RPC19/445 Review & Approve the Standing Orders*
- RPC19/446 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

- RPC19/447 Councillor to provide further update on MUGA project and any deficits in donations towards the project. Council to then review and agree any extra RPC funding requirements.
- RPC19/448 Clerk to provide and update on the cemetery chapel works. Council agree and approve any further actions that are required.
- RPC19/449 Clerk to provide update from Co-Op regarding Village Hall and Council agree and approve actions regarding any response.
- RPC19/450 Clerk to provide an update on Land registrations for the sites in question and council to agree and approve any further actions needed *

- Gladstone Street Recreation Ground
- Community Garden
- High Street Car Park
- Peace Park
- Cemetery
- Kinewell Lake.

- RPC29/451 To Discuss and approve request to update website to connect to Facebook. Website can be connected to Facebook/Twitter for a one off fee of £150 + VAT
- RPC19/452 To Consider/ approve information for new Councillors checklist.
- RPC19/453 To approve action for gate at Peace Park
- RPC19/454 To Consider request from Turn up and Play*
- RPC19/455 To consider request regarding Village Hall Opening Hours.
- RPC19/456 To Consider/Approve quotations for Community Garden works*
- RPC19/457 To approve the following invoices due for payment:

Payment Type.	Payee	Total £	Details	Budget	Budget Code
S/O	L Ritchie	361.56	Clerk Salary	Staffing, Clerk Salary	31
S/O	HMRC	90.38	Clerk Income Tax	Staffing, Clerk Salary	31
S/O	K West	90.00	Cleaner Salary	Staffing, Cleaner Salary	32
001485	A Harvey	40.00	Community Garden Mtce	Open Spaces. Community Garden	
001486	Balfour Beatty	241.84	Inv 72026	Street Lighting Upgrade	
001487	L Ritchie	6.60	Expenses Parish Meeting	Staffing. Expenses	
Dd	Utility Warehouse	137.94	Electricity Village Hall	Village Hall, Electricity	61
DD	BT	24.40	Telephone	Offices Expenses - Telephone	36
DD	BT	17.40	Broadband	Office Expenses - Broadband	35
DD	Anglian Water	18.50	Water Village Hall	Village Hall - Water	65

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**REPORTING
FOR INFORMATION ONLY**

- RPC19/458 Report from Traffic Movement Advisory Committee: Cllr G Slack to give verbal update.
- RPC19/459 Lighting Report: Cllr C Marston to give verbal update.
- RPC19/460 Open Spaces: Cllr C Harris to give verbal update.
- RPC19/461 Kinewell Trust: Cllr Ms K du Boulay to give verbal update.
- RPC19/462 Police Liaison
- RPC19/463 Neighbourhood Plan update
- RPC19/464 Village Hall Development Project
- RPC18/465 Date of Next Parish Council Meeting: Wednesday 10th July 2018 at 1930

Ms L Ritchie
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)***