

Scaleby Parish Council



Clerk: Sarah Kyle
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Chairman: Cllr. Linda Thompson

8 May 2018

Dear Councillor

The Annual Meeting of Scaleby Parish Council will be held on Wednesday 16th May 2018 in the Village Hall, Scaleby. The meeting will begin directly after the closure of the Annual Parish Meeting, which will commence at 7.30pm.

This is a public meeting and all are welcome to attend.

Sarah Kyle, Clerk to the Council

Agenda

1. Election of Chairman for the Council Year 2018/19

To elect a Chairman and to receive the signed Declaration of Acceptance of Office

2. Appointment of Vice-Chairman for the Council Year 2018/19

3. Apologies for Absence

To receive and accept apologies for absence

4. Minutes of the meeting of the Parish Council held on 21st March 2018

To receive and agree the minutes of the last meeting of the Parish Council

5. Request for Dispensations

The Clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.

6. Declarations of Interest

To receive declarations by members of interests in respect of items on this agenda.

7. Public Participation

7.1 To receive comments and representations from members of the public in relation to any item on the Agenda.

7.2 To receive representations from City/County Councillors.

8. Financial Matters

8.1 Internal Audit Report

To receive, note and accept the end of year internal auditors report for the financial year 2017/18

8.2 Certificate of Exemption

To resolve that the Parish Council wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 and to submit a Certificate of Exemption to the External Auditor following confirmation that gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2018

8.3 Audit Commission Annual Return Governance Statement for the Year Ended 31st March 2018

To approve Annual Governance Statement and authorise the Chairman to sign the annual return

8.4 Statement of Accounts to Year Ended 31st March 2018

To approve the Statement of Accounts and authorise the Chairman to sign the annual return

8.5 Insurance 2018/19

To accept a quotation of £TBC for the provision of insurance for the current Council year, as part of the previously agreed three-year long term binding agreement with Came & Company

8.6 SLCC Membership

To consider a donation of £10 towards the Clerk's membership fees.

8.7 Clerks Salary

To consider adoption of new pay scales 2018-2019 in line with the National Joint Council salary award and to agree to the backdated payment from 1 April 2018 to be made; to also consider moving to a monthly arrangements for salary payment

8.8 CALC Subscription

To consider authorisation of the 2018/19 subscription payment to CALC of £137

8.9 To approve payments detailed in the schedule and to note the reconciled balances at bank

8.10 Income Received

To note receipt of £5,400 from Carlisle City Council (precept and CTRS grant)

8.11 Internet Banking

To reconfirm approval for the Clerk to authorise internet banking payments and for the direct debit for ICO payments to continue. To also consider establishment of a standing order for the Clerk's salary.

9. Highways Matters

To give an opportunity for Councillors to bring to the attention of the Clerk any new issues to be reported.

10. Administrative Matters

10.1 Programme of Meetings

To agree the calendar of meeting dates for the council year 2018/19 as:

- Wednesday 18 July 2018
- Wednesday 19 September 2018
- Wednesday 21 November 2018
- Wednesday 23 January 2019
- Wednesday 20 March 2019
- *Wednesday 15 May 2019 - TBC (New Council Year)*

10.2 General Data Protection Regulations

To approve necessary policies

10.3 Standing Orders

To consider the immediate adoption of updated standing orders

11. Planning Matters

18/0392 Carim, Scaleby Hill, Scaleby, Carlisle, CA6 4LY - Erection Of First Floor Rear Extension To Provide En-Suite To Existing Bedroom
To consider the Parish Council response

12. Councillor Matters

An opportunity for Councillors to raise issues on behalf of residents. *Note: no decisions can be made on these matters but they may be placed on a future agenda of the Council.*

13. Correspondence

To receive a schedule of correspondence, notices and publications received since the last meeting:

- CALC March Newsletter
- CALC May Newsletter

14. Date of Next Meeting

To resolve that the next meeting of the Parish Council will take place on 18th July 2018 in Scaleby Parish Hall at 7.30pm.

Members are reminded that, in accordance with the Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests on a 'Notification by Member of Pecuniary and Other Registrable Interests' form. The Code places a duty on all Parish Councillors to ensure that the information given in their Notice of Interest is current and it is a breach of the Code should Parish Councillors fail to give further notice in order to ensure that their Personal Interests form is up to date. Members are therefore politely reminded of the need to complete a new form in respect of any change to their interests, including changes of employment, ownership or renting of property within 28 days of any change taking place.