

May 24th 2018

Dear Councillor

Notice is hereby given and you are summoned to attend the Annual General Meeting of Ousby Parish Council to be held on Thursday May 31st 2018 at 7.30pm at Ousby Community Centre. Members of the public and press are invited to attend.

Yours sincerely

S A Heap

Stephen A Heap, Provisional Locum Clerk, Ousby Parish Council

Agenda

1. Election of Chairman for 2018/2019

To elect a Chairman and receive his/her acceptance of office

2. Election of a Vice-Chairman for 2018/2019

To elect a Vice-Chairman and receive his/her acceptance of office

3. Apologies for Absence

To receive apologies from those councillors unable to attend.

4. Declarations of Interest

To receive declarations of the existence and nature of any private interest, both disclosable and pecuniary and any other registrable interests, in any matter to be considered or being considered.

5. Minutes

To authorise the Chairman to sign the minutes of the ordinary meeting of the council held on Wednesday the 7th March 2018 as an accurate record – copy attached

6. Public Representations

To receive items and comments from members of the public.

7. Chairman's Report

To receive a report from the Chairman.

8. District Councillors Report

To receive a report from the District Councillor

9. County Councillors Report

To receive a report from the County Councillor

10. Insurance arrangements

To receive and consider the quotation from Zurich for public liability cover @ £727.01 due for renewal on June 1st 2018 – see attachment

11. Data Protection policy and GDPR

To receive and consider the notification from Vision ICT announcing the requirement for a Privacy Statement to be added the web site footer – see attachment

12. Community governance review

To note and consider the EDC chaired meetings that took place at Ousby Community Centre and Melmerby Village Hall on May 22nd and May 23rd 2018.

13. EDC Devolution of Assets (Footway Lighting)

To receive an update and note that EDC has extended the transfer deadline to 30th September 2018 to allow assessment of the short and long term financial liabilities.

14. Meeting Dates:

To receive and consider proposed dates for the scheduled of meetings in the year 2018/2019

2018	July 4 th	September 5 th	November 7 th
2019	January 9 th	March 6 th	May 8 th

15. Finance

- a) The Clerk as Responsible Financial Officer to present the accounts for the year 2017/18 to be agreed by the Council and authorised for signature of the Chairman and the Clerk – see attachment
- b) The Council to discuss the Annual Governance Statement and the Accounting Statements within the External Audit pack - see attachment
- c) The Council to consider details of expenditure to date against the annual budget – see attachment
- d) To consider the Memo Subscription @ £50.00 – see attachment
- e) Payment schedule – to approve the below accounts

	PAYE	Description	Budget Code	Net	VAT	Gross
1	R Kelly	wages for year end accounts	CS	62.50	0.00	62.50
2	CALC	Subscription	S	165.00	0.00	165.00
3	Ousby Community Centre	Rent – 9/5/18 & 31/5/18 meetings	M	45.00	0.00	45.00
4	Zurich	Insurance	I	727.01	0.00	727.01
5	Memo	Subscription	AE	50.00	0.00	50.00
6	ICO	Data Protection fee	AE	40.00	0.00	40.00
7	Fellrunner	Service subsidy	SSF	52.80	0.00	52.80
8	Melmerby Village Hall	Grant for lighting	DG	400.00	0.00	400.00
Total				1542.31	0.00	1542.31

N.B. The annual membership for Item 6 above expired May 25th 2018

16. Highways Report

To consider any highway matters.

17. Confirmed breaches of Code of Conduct

To consider breaches of the Code of Conduct confirmed by EDC Monitoring Officer and what action may be deemed applicable against the councillors involved – see attachments

18. Planning Applications

To consider the planning applications received:

Reference	Location	Description
18/0337	Melmerby Hall Melmerby	Proposed refurbishment of outbuildings to form meeting rooms
18/0338	Melmerby Hall Melmerby	Listed Buildings Consent for proposed refurbishment of outbuildings to form meeting rooms
17/0534	Land North of Helm Bar, Melmerby – <i>APPEAL made to Secretary of State</i>	Outline application for the development of 8 market lead homes based on traditional courtyard design

19. Correspondence

To note the correspondence received.

20. Date of the next meeting of the parish council

The next ordinary meeting of Ousby Parish Council will be held on Wednesday July 4th 2018 at Melmerby Village Hall at 7.30pm.

21. Exclusion of the Press and Public

To consider whether to include the Press and Public from the meeting, in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, while the following business is transacted.

22. To receive Minutes of Recruitment Committee Meetings on the 20th and 24th April 2018

23. Report on recruitment of Locum Clerk / Responsible Financial Officer:

To receive an update from the Recruitment Committee on confidential matters regarding the position of Locum Clerk / Responsible Financial Officer and, if appointment is approved, agree to make payment of the May salary and sign a standing order instruction for Barclays and reinstate payment arrangements per CVS.

24. CALC Induction Course for Parish Clerk

If the appointment of the Locum Clerk is approved, consider the proposed shared cost with Torver Parish Council for the attendance of the locum clerk on the 2 induction courses at CALC @£40.00 – total cost £80.00

For the attention of all members of the council:

Chairman: Cllr N Longworth

OUSBY PARISH COUNCIL
Provisional Locum Clerk: Stephen A Heap
Email: ousbyparish@hotmail.co.uk

Vice-Chairman: Cllr A Ivinson
Councillors: Cllr D Bardsley
Cllr S Castle-Clarke
Cllr G Fletcher
Cllr T Dixon
Cllr C Jones
Cllr D Kidd