

Stainland and District Parish Council

4th Annual Council Meeting

Agenda

21st May 2021

To all members of the Stainland and District Parish Council

You are hereby summoned to attend the Annual Meeting of the Stainland and District Parish Council to be held at Stainland & Holywell Green United Reformed Church, 221 Stainland Rd, HX4 9AJ. The entrance is to the rear of the building. The meeting will take place on Thursday 27th May 2021 at 19.00 Hrs for the purpose of transacting the business set out below.

Members of the public and press are invited to attend and may address members of the Council during the item set aside for public participation.

Due to covid 19 restrictions remaining in place please adhere to social distancing and wear a face mask inside the building.

**Laura White-Scott
Parish Clerk**

	Item
21.05.01	In the absence of the present Chairman of the Council, Malcolm James, to appoint a member of the Council to preside over the election of a new Chairman of the Council as set out in Agenda item 21.04.02 below.
21.05.02	To appoint a Chairman of the Council who, unless he or she resigns, becomes disqualified, is no longer a Councillor, or is otherwise replaced by resolution of the Council, shall continue in office until the date of the next Annual Meeting of the Council, and to allow the newly elected Chairman one calendar week to accept, sign and return the Acceptance of Office to the Parish Clerk.
21.05.03	To appoint a Vice Chairman of the Council who, unless he or she resigns, becomes disqualified, is no longer a Councillor, or is otherwise replaced by resolution of the Council, shall continue in office until the date of the next Annual Meeting of the Council, and to allow the newly elected Chairman one calendar week to accept, sign and return the Acceptance of Office to the Parish Clerk.
21.05.04	Public Participation. An opportunity for members of the public to address the Parish Council on any issues concerning the Parish.
21.05.05	To record any apologies for absence
21.05.06	To receive and record any declarations of interest.
21.05.07	To approve the minutes of the meeting held on 22 nd April 2021 as a correct record
21.05.08	To appoint members of the Council to the following Committees: <ul style="list-style-type: none"> - Policy and Finance - Environment - Planning - Staffing - Events and Communications and request these committees appoint a Chairman and Vice Chairman and publish a

<Digital Signature Box>

	schedule of meetings up to and including May 2022 at their first meeting for report to Council at its general meeting in June 2021.																																																																								
21.05.09	To accept the current Standing Orders, Financial Regulations and other policies pending review by the Council in the light of the revised governance arrangements approved at its meeting on 22 nd April 2021.																																																																								
21.05.10	To authorise the Events and Communications Committee to produce the Annual Report for approval by the Council at its next meeting.																																																																								
21.05.11	<p>To receive and authorise the monthly financial reports and list of payments made.</p> <p><u>BANK RECONCILED UPTO 30th</u> <u>April 21</u> <u>BACS /Debit</u> <u>Card</u></p> <table border="1"> <thead> <tr> <th>Supplier</th> <th>Commodity</th> <th>Net Amount</th> <th>VAT</th> <th>Total</th> <th></th> </tr> </thead> <tbody> <tr> <td>HMRC</td> <td>HMRC TAX</td> <td>21.78</td> <td>0.00</td> <td>21.78</td> <td>Employee Costs</td> </tr> <tr> <td>Global Collect</td> <td></td> <td>20.99</td> <td>0.00</td> <td>20.99</td> <td>Employee Costs</td> </tr> <tr> <td>Vodafone</td> <td>Phone</td> <td>12.15</td> <td>0.00</td> <td>12.15</td> <td>Subscriptions</td> </tr> <tr> <td>Clerk Salary</td> <td>Employee costs</td> <td>1,029.08</td> <td></td> <td>1,029.08</td> <td>Employee Costs</td> </tr> <tr> <td>Guy Liddell</td> <td>Website reimbursement</td> <td>212.50</td> <td></td> <td>212.50</td> <td>Environmental Projects</td> </tr> <tr> <td>Town Parish Audit</td> <td></td> <td>150.00</td> <td></td> <td>150.00</td> <td>Office Expenses</td> </tr> <tr> <td>Graham Cockayne</td> <td>Salary</td> <td>200.08</td> <td></td> <td>200.08</td> <td>Environmental Projects</td> </tr> <tr> <td>Guy Liddell</td> <td>Website reimbursement</td> <td>533.00</td> <td></td> <td>533.00</td> <td>Employee Costs</td> </tr> <tr> <td>TNR Landscape</td> <td></td> <td>885.60</td> <td></td> <td>885.60</td> <td>Employee Costs</td> </tr> <tr> <td>HMRC</td> <td>HMRC TAX</td> <td>35.28</td> <td></td> <td>35.28</td> <td>Employee Costs</td> </tr> <tr> <td>SUB TOTAL</td> <td></td> <td></td> <td></td> <td>3,100.46</td> <td></td> </tr> </tbody> </table>	Supplier	Commodity	Net Amount	VAT	Total		HMRC	HMRC TAX	21.78	0.00	21.78	Employee Costs	Global Collect		20.99	0.00	20.99	Employee Costs	Vodafone	Phone	12.15	0.00	12.15	Subscriptions	Clerk Salary	Employee costs	1,029.08		1,029.08	Employee Costs	Guy Liddell	Website reimbursement	212.50		212.50	Environmental Projects	Town Parish Audit		150.00		150.00	Office Expenses	Graham Cockayne	Salary	200.08		200.08	Environmental Projects	Guy Liddell	Website reimbursement	533.00		533.00	Employee Costs	TNR Landscape		885.60		885.60	Employee Costs	HMRC	HMRC TAX	35.28		35.28	Employee Costs	SUB TOTAL				3,100.46	
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21.05.12	<p>To receive and, where appropriate, to authorise reports from the following committees and task groups:</p> <ul style="list-style-type: none"> - Policy and Finance - Environment <p>For decision at full council meeting 27th May –</p> <ol style="list-style-type: none"> 1. Agree a contractor for repairs to <ol style="list-style-type: none"> a. Shaw Park board walk repairs, clearance of vegetation on structure, fitting of non -slip grips 2. Agree a contingency sum for gardening work to be carried out by contractors until a replacement environmental warden can be recruited. Suggest £500 (equivalent to 2 months warden costs) 3. Agree change of warden's contract to include up to 5 hours overtime 4. Agree a contribution towards new play equipment for Stainland Toddler Play Area as part of Cmbc's planned improvements. 5. To Note the draft Memorandum of Understanding from Cmbc 																																																																								

	<p>6. Authorise £100 remaining in budget from the corner garden project to be used towards plants for the rockery.</p> <ul style="list-style-type: none"> - Planning - Events and Communications - Library <p>NOTE: <i>in a change to the current procedure, written and not oral reports should normally be presented, setting out separately matters for decision from those which are matters of report and that these reports should normally be circulated to members via the Clerk not less than 24 hours before the meeting at which they are presented.</i></p>
21.05.13	<p>To determine the approach to filling the remaining vacancies on the Parish Council:</p> <ul style="list-style-type: none"> - The vacancy for Sowood (notified that it may be filled by co-option) - The vacancy for Stainland, should the election scheduled for June by CMBC not attract nominations.
21.05.14	<p>In the light of CMBC's refusal to allow Stainland Library to be used as a meeting venue pending either a CAT or disposal, to consider:</p> <ul style="list-style-type: none"> - how meetings of the Council and its committees can take place in the interim (note that legal authority to continue with remote meetings has been rescinded) - working arrangements for the Parish Clerk.
21.05.15	<p>Staffing</p> <p>To consider exclusion of the press and public by virtue of Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed (agenda item 21.04.15 only)</p>
21.05.16	To receive any Correspondence
21.05.17	To agree Agenda items for the next meeting.