



NORTHLEACH WITH EASTINGTON TOWN COUNCIL

The Westwoods Centre, Bassett Road, Northleach, Gloucestershire
GL54 3QJ, Tel: 01451 861499 Email: clerk@northleach.gov.uk

All Members of the Council are hereby summoned to attend the Annual General Meeting
of NORTHLEACH WITH EASTINGTON TOWN COUNCIL

On Wednesday 23rd May 2018 AT 8.00 PM (following the Annual Town Meeting). for the purpose of considering and resolving upon the business to be

transacted as set out hereunder. **Members of the public are also invited to attend.**

Dated this day 16th May 2018, Mrs. C Crompton, Clerk to Northleach with Eastington Town Council

Agenda

1.	1.1	Election of Chairman and Mayor of Northleach with Eastington To hold office until the Annual General Meeting 2019	Verbal
	1.2	To Receive the Chairman's Acceptance of Office	
2.	2.1	Election of Vice Chairman and Deputy Mayor of Northleach with Eastington To hold office until the Annual General Meeting 2019	Verbal
	2.2	To receive the Vice Chair's Acceptance of Office	
3.	3.1	To receive apologies	Verbal
	3.2	Declaration of Interests, Opportunity to Update Register of Members Interests	Verbal
4.		To Appoint Committees and Groups - Chairs to be elected at Committee meetings	
	4.1	To confirm members of Property and Premises Maintenance Committee	Verbal
	4.2	To confirm members of Westwoods Committee	Verbal
	4.3	To confirm members of Finance, Funding & Grants Committee To Appoint 2 Members additional to Chair and Vice Chair of Council, Chair of PPMC Committee and Chair of Westwoods Committee (to be agreed by committees)	Verbal
	4.4	Planning Committee (meetings as required) - All Members	Verbal
	4.5	KGV Trust - All members, Chair to be elected at first meeting	Verbal
	4.6	Agree working groups and members	Verbal
5.		Public Question Time The Chairman shall have discretion to limit to fifteen minutes the time set aside to receive statements from the public, and to limit to three minutes the time available for any one member of the public to deliver their statement as per Standing Orders.	
6.		Receive Quarterly Police Report	Attached
7.		County and District Councillor's Reports	Verbal
		Matters for Decision	
8.		Acceptance and signing of Minutes of the Meeting held Wednesday 21 st March 2018	Attached
9.		Action Point Update and Clerks Report	Attached
10.		Finance	
	10.1	To approve the following bills for payment	Page 2 Additional Additional Additional Additional Verbal Circulate
	10.2	Acknowledge new salary scales 2018 -2019 for all staff as agreed by National Joint Council for Local Government Services (NJC)	
	10.3	Acknowledge salary increase for Admin Assistant to Point 19 due to 5-year service	
	10.4	Consider recommendation by Staffing Group to pay Clerk the overtime worked to complete Accounts following system issues	
	10.5	Consider insurance quotes for Parish and Westwoods Centre due for renewal in June	
	10.6	Note that Internal Auditor is arranged for 7 th June	
	10.7	Consider and sign The Annual Governance Statement 2017 – 2018, Section 1 of AGAR	
	10.8	Consider and sign Accounting Statements for 2017 – 2018, Section 2 of AGAR	
11.		To note the resignation of Councillor Colton and Councillor Rayner.	Verbal
12.		Planning	
	12.1	Record Council's comments on Amplified Traffic Plan submitted 18 th May	Verbal
	12.2	Consider planning application 18/01311/FUL for Winterwell Farm	Verbal
	12.3	Consider planning application 18/01538/FUL for 19 Ward Road	Verbal
	12.4	Consider request for proposed stopping up of Highway at Dover House no.3/144	Verbal
	12.5	Discuss any urgent planning matters published after the publication of the Agenda	Verbal
13.		Governance and Policy	
	13.1	To approve the Register of Assets for insurance purposes	Attached
	13.2	To review and approve the Town Council's Standing Orders for 2018 -2019	Attached

	13.3	To review and approve the Financial Regulations for 2018 - 2019	Attached
14.	14.1 14.2	General Data Protection Regulations (GDPR) <ul style="list-style-type: none"> Consider and approve the Council's GDPR Process and Privacy Statement Acknowledge Council no longer required to appoint a Data Protection Officer 	Att & Add Additional
15.		Consider ideas to submit to Cllr Paul's "Growing our Communities" fund	Additional
Matters for Information			
16.		Note draft minutes from Finance Meeting on April 17 th and Highways Meet on 24 th April	Attached
17.		Items for future meetings - Please note no decisions can be taken at this point	Verbal
18.		Date and time of next meeting , Wednesday 20 th June at 7pm The Westwoods Centre	

Details of financial transactions: Regular payments made (pre-approved): Up to 16th May 2018

Payee	Service	Method	Amount	Cost centre	Authority
Cat Crompton	Clerk's salary April	SO	confidential	TC / 02	LGA 1972 s.112
Mary Cassidy	Admin Assistant salary April	SO	confidential	TC / 03	LGA 1972 s.112
HMRC	Staff PAYE & NICs	BACS	confidential	TC / 46	LGA 1972 s.112
Brian Crossley	WW Manager salary April	SO	confidential	WW / 42	LG(MP)A 1976 s.19
Glos LGPS	Clerk's pension	BACS	confidential	TC / 58	LGPSR 2007/2008
NEST	Admin Assistant pension	BACS	confidential	TC / 58	Pensions Act 2008
Zen Internet	Broadband	DD	£32.40	TC /05	LGA 1972 s.133
Pauline Rigby	Website	SO	£50	TC / 13	LGA 1972 s.142
Grundon	Waste collection	DD	£65.62	WW / 32	LG(MP)A 1976 s.19
Thames Water	Water for Westwoods	DD	£26.00	WW / 48	LG(MP)A 1976 s.19

Payments authorised between meetings (max £500 per item):

Supplier	Service	Invoice	Amount	Cost centre	Authority
Scribe 2000 Ltd	Accounts package	0551	£416.40	TC / 5	LGA 1972s.111
Bibury Landscaping	Removal of tree	8017	£72.00	TC / 17	LG(MP) A1976 s.19
Ian Hanks	Town Handyman April	Inv. 10046	£97.75	TC / 17	PHA 1875 s.164
Mrs Maxwell	Active Together class	00145	£35.00	TC / 75	LG (MP) 1976 s.19
Charlotte Hitchman	Westwoods Cleaning	10,11, 12,13	£256	WW /32	LG(MP)A 1976 s.19
HMRC	VAT	154 7292 95	£699.20	TC / 45	LGA 1972s.111
Catriona Crompton	Litter Pickers Amazon	2227569	£81.89	TC / 62	LGA 1972 s.137
Catriona Crompton	Computer NAS & drives	7592345	£386.90	TC / 49	LGA 1972 s.111

Payments to be authorised

Supplier	Service	Invoice	Amount	Cost centre	Authority
Central Trees	Playing Field trees	19/04	72.00	TC / 17	LGA 1892 s.8 (1)
McCracken & Son	Grass Contractors for Cemetery, playing fields and Highways	Inv. 8451	£1119.60	TC / 60	HA 1980 s.9, PHAA 1907 s.76 & LGA 1972 s.214
O'Neill Homer	NDP work	522	£3060.00	TC / 40	Localism Act 2011
Westwoods Centre	Exercise Class	10/2523	£42.01	TC / 12	LGA 1976 s.19
Cardiac Science	Defibrillator	7317533	£1818.00	TC / 57	LGA 1972 s.137
GAPTC	GDPR Training	5839	£40.00	TC / 9	LGA 1972 s.111
Spot On Supplies	Cleaning products	11991725	£77.36	WW / 32	LG (MP)A 1976 s.19
Charlotte Hitchman	Westwoods Cleaning	16	£64.00	WW/ 32	LG(MP)A 1976 s.19
Cathedral Leasing	Sanitary Bins	MI/109	£38.99	WW/ 32	LG(MP)A 1976 s.19
Catriona Crompton	Mileage GDPR course	26/04	£33.75	TC / 9	LG (FP)A 1963 s.5
Catriona Crompton	Mileage CDC equipment	23/4	£3.96	TC / 62	LG (FP)A 1963 s.5
Malcolm Campbell	Westwoods maintenance	150518	£2045.00	WW / 31	LGA 1892 s.8 (1) (i)
Westwoods Petty Cash	Petty cash	Cheq	£50.00	WW / 71	LGA 1972 s.111
Town Council Cash	Petty cash	Cheq	£50.00	TC / 36	LGA 1972 s.111