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To Greenham Parish Councillors

Dear Sir/Madam,

YOU ARE HEREBY SUMMONED to a Meeting of Greenham Parish Council on **Monday 16th July at 7:30 pm at St Mary's Church Hall (Upstairs Room), Greenham.**

Yours faithfully,

Clerk to the Council

10th July 2018

Open session

Parishioners are invited to attend and question the Parish Council on issues in this agenda, or raise issues for future consideration at the discretion of the Chairman. Ten minutes have been set aside for press and public questions at the start of the meeting. The council will endeavour to answer any question put to it but may have to respond to the questioner at a later date or consider placing the matter on the agenda for the next meeting. After this Open Session, members of the press and public may not take part in the Parish Council meeting itself unless invited to do so by the Chair in accordance with Standing Orders

AGENDA

- 1. Apologies for Absence**
- 2. Declarations of Interest, Statements of Position and Dispensations,**
To receive any Declarations of Interest and Statements of Position by Councillors.
- 3. a) Approval of Minutes of Council Meeting held on Wednesday 13th June 2018**
- 4. Chairman's Report**
Report and other urgent matters not on the agenda (for information only).
- 5. Clerk's Report**
Report, matters arising, other urgent correspondence not on the agenda (for information only).
- 6. Finance**
 - a) To approve** Membership of BALC and payment of membership fees for 2018/19
 - b) To approve** Budget vs Actual Q1 2018/19
 - c) To approve** any cheque payments
 - d) To Approve** Annual Governance and Accountability Return Year End Forms FY 2017/18
 - e) To review** the current payroll procedure and consider outsourcing payroll

7. Planning and Licensing

- a) **To consider** all planning and licensing applications received up to the date of the meeting.
- b) **To approve** Terms of Reference for Planning Committee
- c) **To consider** Situation with Highwood Copse School

8. Community Engagement

- a) **To receive** a report from the Community Engagement Working Group
- b) **To approve** that the Council approves a budget of no more than £140 for the purposes of purchasing equipment to establish regular litter picking in the Parish. This equipment should include: high visibility jackets, tongs, gloves and boxes to dispose of dangerous items
- c) **To approve** the use of an E-Survey at no more than a cost of £70 for the purchase of small cards containing a survey link, to be delivered to homes in the parish

9. Control Tower

- a) **To receive** a report from the Chairman of the Control Tower Committee
- b) **To approve** the installation of extra waste bins outside the Control Tower
- c) **To consider** moving the GPC office to the Control Tower
- d) **To consider** the Control tower becoming a Heritage Asset

10. Staffing and Training

- a) **To consider** opportunities for Councillor Training

11. Governance

- a. **To adopt** Model Standing orders 2018
- b. **To review** TOR for the Planning committee
- c. **To adopt** Financial Regulations 2018
- d. **To review** Members register of Interest 2018/19
- e. **To consider** appointing a DPO (see attached BALC Costs)

12. Services

- a) **To consider** options for reviewing, redesign and Maintenance of the GPC website. To include discussion of:

Basic approval of reworking of site into CMS,
Volunteers for working group
No new budget needed as work being done FOC
Look around the mocked up
Approval of training for clerk
Website hosting

- b) **To consider** using Dropbox for GPC distribution of documents

13. Health and Safety

- a) **To consider** a Health and Safety plan for the Battles Over event (End of WW1)
- b) **To consider** Highway Winter Service plan 2018/19

14. Other items for information or for possible inclusion on a future Agenda

For information only – no decisions can be taken.

Members of the Public are welcome to attend the meeting, to ask questions and to comment on the proceedings with the consent of the Chairman.

You are invited to contact the Clerk of the Council if you have any questions or matters of concern that you would like the Council to address.