

HUTTON ROOF PARISH COUNCIL

Councillors are hereby summoned, and members of the public are invited, to attend a meeting of the Parish Council to be held on **Tuesday 21 November 2017 at 7.00pm** in Hutton Roof Village Hall for the purposes detailed in the following

A G E N D A

1. Apologies

To receive apologies with reasons for absence.

2. Declarations of Interest / Dispensation Requests

- To receive declarations of interest by members in respect of items on this agenda. (Members are reminded that it is a criminal offence not to declare a disclosable pecuniary interest either in the register or at the meeting);
- To consider 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.

3. Minutes

To approve the minutes of the Meeting held on Thursday 21 September 2017 (copy attached).

4. Public Participation

Members of the public will be given the opportunity to speak, ask questions, or raise matters of possible interest for a future agenda. (Maximum 10 minutes: this is the only part of the meeting during which the public may speak, unless by prior arrangement).

5. Staffing

- i. To confirm the appointment of Jane Saunders as Clerk & Responsible Financial Officer.
- ii. To consider and approve a Contract of Employment and Job Description for the Clerk/RFO.

6. Co-option of a councillor

To consider the co-option of a councillor, and any further action regarding co-option.

7. Reports

- i. Chairman and Parish Councillors
- ii. District Councillor
- iii. County Councillor
- iv. Clerk's Report and Correspondence
- v. Hutton Roof Village Hall

8. Planning

South Lakeland District Council

(view applications, responses and decisions online at

<http://applications.southlakeland.gov.uk/planningapplications/welcome.asp>)

- i. To note that no planning applications, updates, or decisions have been received since the last meeting;
- ii. Planning delegation: In the event of there not being a scheduled Council meeting before a planning consultation deadline in 2017/18, to approve the delegation of authority to either:
 - a) the Chair (or in their absence the Vice-Chair) to convene a meeting of a Planning Committee comprising all members of the Parish Council, or
 - b) the Clerk to respond to planning applications on behalf of members following email consultation, and to report any responses submitted to the next meeting of the Council.

Clerk to the Council

Ms Jane Saunders, 60 Castle Street, Kendal, Cumbria, LA9 7AS

Tel 07849103127

Email huttonroofpc@gmail.com

www.huttonroof.org.uk

9. Parish land and assets

- i. To consider work required to identify, register and/or record land and assets owned by the Parish Council.
- ii. To receive any updates regarding Hutton Roof Craggs.

10. Highways and Public Rights of Way

To receive any information or updates regarding highways and/or public rights of way.

11. Website

To receive an update on progress regarding a Parish Council website.

12. External Audit

- a) To note the completion of the External Audit of the Annual Return for the year ended 31 March 2017, to receive the External Auditor certificate and report (copies attached) and to note that the requisite information has been published.
- b) To approve and accept the Council's Annual Return including the External Auditor certificate, reports and recommendations for the year ended 31 March 2017.

13. Internal Audit arrangements for 2017/18

To consider and approve the Review of the Effectiveness of Internal Audit Report (copy attached), and to consider a recommendation to approve the appointment of Mrs Julie Hartley as Internal Auditor to conduct the 2017/18 internal audit.

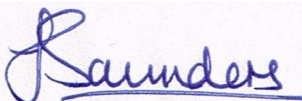
14. Finance

- a) To receive a Financial Report.
- b) Banking arrangements:
 - i. To consider authorizing a change to the bank mandate;
 - ii. To consider authorizing a change to the contact details re the bank account;
 - iii. To consider setting up a standing order to pay the Clerk monthly.
- c) To authorise the following payments:

i. Jane Saunders (Clerk's salary, October 2017)	£150.35
ii. Jane Saunders (Clerk's salary, November 2017)	£186.14
iii. Hutton Roof Village Hall (room hire)	£12.00
iv. Parish Online Annual Subscription Renewal 07/11/17 - 07/11/18	£33.60
- d) To consider a proposal to share Helsington Parish Council's printer at a cost of £55.00 p/a.
- e) To consider a proposal to pay for the hire of the Village Hall in 2018 by annual invoice.
- f) To authorise the purchase of a laptop & software for Clerk's use (Transparency Fund grant).

15. Future meetings

To confirm dates of future meetings, and to note any items for inclusion on a future agenda.



Clerk to the Council

14 November 2017