

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 9 January 2018 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 Tuesday 21 November 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. Reports

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

6. Planning

South Lakeland District Council

(view applications, responses and decisions online at

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

To note that no planning applications, updates, or decisions have been received since the last meeting.

7. Parish land

- i. To receive a report on work to identify land which may be owned by the Parish Council.
- ii. To receive an update regarding Hutton Roof Craggs.

8. Highways and Public Rights of Way

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

9. Website

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

10. Parish Remuneration Panel Report 2018/19

To receive and adopt the report and recommendations of the PRP

Clerk to the Council
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(<https://www.southlakeland.gov.uk/media/4579/parish-remuneration-panel-report-2018-2019.pdf>), and to consider whether the Council wishes to pay a Basic Parish Allowance, Chairman's Allowance and/or Travel and Subsistence Expenses.

11. General Data Protection Regulation (GDPR) 2018

- i. To receive a report on the introduction of new data protection legislation.
- ii. To consider the need to appoint a Data Protection Officer, to register with the Information Commissioner's Office, to source training, and to consider and note the costs involved.

12. External Audit 2017/18

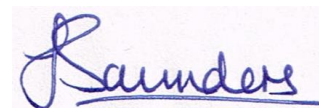
To receive notification of external auditor appointments and arrangements for 2017/18, and to authorise the Clerk to certify exemption from a limited assurance review as appropriate.

13. Finance

- a) To receive a **Financial Report** (copies of Bank Reconciliation 31 December 2017 and Budget Monitoring Report 2017/18 attached);
- b) To consider and approve **Budget for 2018/19** (copy draft Budget attached), and to authorise Clerk to send precept request to SLDC;
- c) To consider and approve the **Financial Risk Assessment for 2017/18** (draft copy attached);
- d) To consider and approve an **Asset Register** (draft copy attached);
- e) **Banking arrangements** - to receive an update on mandate change;
- f) To authorise the following payments:
 - i. Jane Saunders (Clerk's salary, paid by monthly SO) £186.14
 - ii. Jane Saunders (Clerk's salary, additional hours) £171.82
 - iii. Jane Saunders (Clerk's expenses) £96.26
 - iv. Jane Saunders (purchase of laptop and software for Council) £298.00
 - v. Hutton Roof Village Hall (room hire) £tbc
 - vi. Elizabeth Fox (website design) £tbc
- g) **Grant request** - Cumbria Children's Dyslexia project (correspondence attached).
- h) **Transparency Fund 2017/18** - to consider submitting a further application for funding in respect of staffing costs.

14. Future meetings

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



Clerk to the Council
3 January 2018