

HUTTON ROOF PARISH COUNCIL

Councillors are hereby summoned, and members of the public are invited, to attend the **Annual Meeting of the Parish Council** to be held on **Tuesday 8 May 2018 at 7.00pm** in Hutton Roof Village Hall for the purposes detailed in the following

A G E N D A

1. **Election of Chairman** - to elect a Chairman for the municipal year 2018/19, and to receive the Chairman's Declaration of Acceptance of Office.
2. **Election of Vice-Chairman** - to elect a Vice-Chairman for the municipal year 2018/19, and to receive the Vice Chairman's Declaration of Acceptance of Office (not mandatory).
3. **Apologies** - to receive apologies with reasons for absence.
4. **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.
5. **Minutes** - to approve the minutes of the meeting held on Tuesday 9 January 2018 (copy attached).
6. **Public Participation** - members of the public will be given the opportunity to speak, ask questions with regard to this agenda, or raise matters of possible interest for a future agenda.
7. **Appointment of Representatives** - to consider the appointment of representatives on another organisations and committees:
 - (i) South Westmorland Local Area Partnership (meet three times a year, next meeting 28 June 2018);
 - (ii) Hutton Roof Village Hall (attendance at monthly meetings);
 - (iii) CALC South Lakeland District Association (currently no representation; quarterly meetings, next meeting 14 June 2018);
8. **Policies and Procedures**
 - (i) To consider and approve new Standing Orders (draft copy attached);
 - (ii) To consider and approve new Financial Regulations (draft copy attached);
 - (iii) To note the Code of Conduct (view at <https://www.huttonroofpc.co.uk/information.html>).
9. **General Data Protection Regulation 2018**

To receive a report from the Clerk, and to consider and approve Retention of Documents Policy and Data Protection Policy (draft copies attached).
10. **Future meetings**
 - (i) To confirm the dates of the Council meetings for 2018/19 as Wednesday 1 August 2018, Thursday 1 November 2018 and Tuesday 8 January 2019;
 - (ii) To confirm that meetings will usually commence at 7.00pm and be held in Hutton Roof Village Hall.

Clerk to the Council
Ms Jane Saunders, 60 Castle Street, Kendal, Cumbria, LA9 7AS
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www.huttonroofpc.co.uk

11. Annual Governance and Accountability Return 2017/18 - Certificate of Exemption

To approve completion of Certificate of Exemption from limited assurance review and to authorise the Clerk to submit Certificate of Exemption to external auditor.

12. Annual Internal Audit Report 2017/18

To receive and approve the Annual Internal Audit Report 2017/18 for the Annual Governance and Accountability Return (copy attached).

13. Annual Governance Statement 2017/18 - To receive and approve the Annual Governance Statement 2017/18 for the Annual Governance and Accountability Return (copy attached).

14. Accounting Statements 2017/18

(i) To receive and note the Bank Reconciliation and Budget Monitoring Statement for the year ended 31 March 2018 (copies attached).

(ii) To receive and approve the Accounting Statements 2017/18 for the Annual Governance and Accountability Return (copy attached).

(iii) To receive a copy of the Budget 2018/19 for information (copy attached).

15. Notice of the period for the exercise of public rights relating to the annual accounts

To note that the period for the exercise of public rights will be Monday 4 June - Friday 13 July 2018.

16. Reports

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

17. Highways and Public Rights of Way

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

18. Planning

To receive and consider the following planning application:

(view applications, responses and decisions online at

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

- i. SL/2018/0258 – Nessfield Gale Barn, Hutton Roof
Demolition of garage, single story extension to the south elevation and two storey extension to the west elevation and conversion and extension of outbuilding to form annexe accommodation.

19. 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 Crag.

20. Staffing

i. To receive a report on workplace pensions and to note the Council's legal duties as an employer with regard to workplace pensions; to authorise the Chairman to sign a letter to the Clerk advising that she is not eligible for automatic enrolment in a pension scheme and to authorise the Clerk to complete the Council's declaration of compliance by the deadline of 2 July 2018.

ii. To note the National Salary Award 2018/19 for local government employees, to approve the

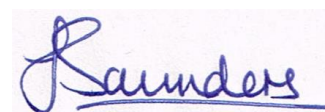
new pay scale for the Clerk with effect from 1 April 2018 in accordance with contract of employment and to authorise the amendment of the standing order re Clerk's salary to £189.85 p/m wef May 2018.

21. Finance

a) To authorise the following payments:

i.	Jane Saunders (Clerk's salary, paid by monthly SO)	£189.85
ii.	Jane Saunders (Clerk's salary, pay scale adjustment and additional hours, 01/01/18 - 30/04/18)	£252.62
iii.	Jane Saunders (Clerk's expenses, 01/02/18 - 30/04/18)	£45.89
iv.	Julie Hartley (Internal Audit fee)	£75.00
v.	Hutton Roof Village Hall (annual contribution to newsletter)	£25.00
vi.	Helsington Parish Council (contribution to cost of Data Protection course)	£35.00
vii.	CALC (Annual Subscription 2018/19)	£111.00
viii.	SLCC (Annual Subscription 2018/19 - full cost £115)	£40.00
ix.	Information Commissioner's Office (Data Protection registration fee, DD)	£35.00

b) To receive an update regarding amendments to the Bank Mandate.



Clerk to the Council

1 May 2018