

Kelvedon Parish Council

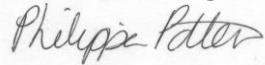
The Old Fire Station, 102 High Street, Kelvedon, Essex CO5 9AA

The next meeting of
Kelvedon Parish Council

will be held on
Tuesday 3 October 2017
at 7.30pm

in the Council Chamber, for the purpose of transacting the business shown in the agenda below.

The public and press are welcome to be present.
Please note that this meeting may be recorded



Clerk
28 September 2017

A G E N D A

- 96/17-18 Apologies for Absence**
Members are reminded that the LGA 1972, S85 states that apologies for absence must be received prior to a meeting.
- 97/17-18 Declarations of Interest**
To declare the existence and nature of any Disclosable Pecuniary Interest, other Pecuniary Interest or Non-Pecuniary Interest relating to items on the agenda having regard to the Code of Conduct for Members and having taken appropriate advice where necessary before the meeting.
- 98/17-18 Confirmation of Minutes**
- To agree that the minutes of the meeting held on 5 September 2017 are a true record and be signed accordingly.
- 99/17-18 County Councillor and District Councillor Reports**
- 100/17-18 Public Discussion**
The public are invited to discuss issues within Kelvedon – **3 minutes maximum each person.**
- 101/17-18 Signing of Lease for Office Premises**
The Chair of the Parish Council and the Chair of the Finance Committee to sign the lease for new office premises at 63 High Street, Kelvedon. To be witnessed by the Clerk.
- 102/17-18 Office Moving Expenditure**
To agree to the Clerk authorising moving expenditure up to an agreed maximum amount, having received information on estimates for removal services, IT and telephone set up, a meeting table and extra chairs, noticeboards (internal and external), kitchen equipment and other immediate expenses.

103/17-18 Clerk's Reports

- General report
- Finance report
- External Audit report and Conclusion of Audit

104/17-18 Co-option for Parish Council Casual Vacancy

To agree to the timescale for advertising the casual vacancy, date for interviews and membership of the interview panel.

105/17-18 Purchase of office equipment

- To agree to purchase a money sorter and counter, to save staff time when totalling and sorting cash takings, in the region of £100.

106/17-18 Grant Policy

- To agree the revised Grant Policy and application form.
- To agree membership of the Grant Application Working Party

107/17-18 Committee Terms of Reference

To agree to adopt the Terms of Reference for:

- Finance Committee
- Personnel Sub-Committee

108/17-18 Parish Council Policies

To agree to adopt the following policies agreed by the Personnel Sub-Committee:

- Pay Review Policy
- Disciplinary and Grievance Policy

To agree to adopt the following policies:

- Retention of Documents Policy
- Freedom of Information Policy

109/17-18 PAT Testing – Electrical Equipment

To agree to undertake PAT Testing of the applicable electrical equipment, at a cost of £4.50 per item plus 55p for each test card.

110/17-18 Reports from Committees

110.1 Planning

- 17/01720/SCR: Crabbs Farm, Cranes Lane, Kelvedon – Environmental Impact Assessment – request for a screening opinion regarding proposed development.
- September meeting – draft minutes circulated.
- Next Planning committee meeting to take place on Monday 16 October 2017.

110.2 Finance

- September meeting – draft minutes not yet circulated.
- Next Finance committee meeting to take place on 13 December 2017.

110.3 Personnel sub-committee

- September meeting – draft minutes have been circulated.
- Next Personnel sub-committee meeting to take place on 13 December 2017 following the conclusion of the Finance committee.

110.4 General Purpose Committee

- Next meeting to be arranged.

110.5 Neighbourhood Plan Committee

- Next meeting to take place on 16 October following the

conclusion of the Planning committee.

•
111/17-18 Environment Reports – Cllr Pilbeam

- Brockwell Meadow
- Tree Warden
- Allotments

112/17-18 Accounts for payment

To agree the accounts for payment.