

Kelvedon Parish Council

The Old Bank, 63 High Street, Kelvedon, Essex, CO5 9AE

The next meeting of the

Parish Council

will be held on

Tuesday 2 July 2019

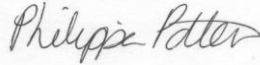
at 8.00 pm

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 check the website – www.kelvedon.org.uk – for latest information regarding times and dates of meetings and any changes.

Please note that this meeting may be recorded



Clerk

24 June 2019

AGENDA

34/19-20 Apologies for Absence

Members are reminded that the LGA 1972, S85 states that apologies for absence must be received prior to a meeting.

35/19-20 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.

36/19-20 Confirmation of Minutes

To confirm that the minutes of the meeting held on 4 June 2019 are a true record and be signed accordingly.

37/19-20 County Councillor, District Councillor(s) and Police Reports

38/19-20 Public Discussion

The public are invited to discuss issues within Kelvedon – **3 minutes maximum each person.**

39/19-20 Clerk's Reports

39.1 General report

39.2 Finance report

40/19-20 Internal Audit 2018-19

To receive the Internal Audit and agree to progress any recommendations arising.

- 41/19-20 Approval of Annual Governance Statement – AGAR Part 3 Section 1**
To agree and sign the Annual Governance Statement for 2018/19.
- 42/19-20 Approval of Accounting Statements – AGAR Part 3 Section 2**
To agree and sign the Accounting Statements for 2018/19.
- 43/19-20 Online Banking**
To agree to set up online banking for the Barclays current and deposit accounts, with authorisation to be given to the existing signatories. Transactions to be activated by two signatories authorising online and the Clerk having read-only access to the accounts.
- 44/19-20 Pre-Pay Debit Card for Petty Cash**
To agree to set up a pre-pay debit card to replace the majority of transactions undertaken with petty cash. The Clerk and Clerk's Assistant to be authorised to use the card.
- 45/19-20 Review of Financial Regulations**
To review the Financial Regulations and to agree to include an amount of up to £1000 which the Clerk may authorise, in conjunction with the Chairman in respect of required works under the ECC Highways Devolution Scheme.
- 46/19-20 Review of Standing Orders**
To undertake the annual review of Standing Orders.
- 47/19-20 Replacement of IT Hardware for Office**
To agree to the purchase and installation of new hardware, as per quotation received from Rio IT, for two desktop PCs and monitors, UPS, router and installation, at a cost of £1807.22.
- 48/19-20 Brockwell Meadows – Management Plan**
To agree a Management Plan for Brockwell Meadows.
- 49/19-20 Packhorse Bridge Society – Grant Request**
To consider an emergency grant to the PBS with regard to urgent tree works required on PBS land – amount to be discussed.
- 50/19-20 Parking – St Mary's Road**
To discuss future options for tackling issues around school time parking.
- 51/19-20 Plastic Free Working Party**
To agree the set up a working party to move towards making Kelvedon parish plastic-free. To agree a lead Parish Councillor and appoint members.
- 52/19-20 Accounts for Payment**
To agree the accounts for payment.
- 53/19-20 Exclusion of Press & Public**
To resolve to exclude the public and press under the Public Bodies (Admission to meetings) Act 1960 from item 205/18-19, to enable the Parish Council to consider confidential legal and commercial financial matters.
- 54/19-20 Deed of Easement**
To reconsider charges.