



Clerk: Mrs. Lisa Callan
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----- Date: 15 May 2018

To: All parish councillors
From: Mrs L Callan, Clerk to Holcot Parish Council

Dear Councillor,

You are hereby summoned to the Annual meeting of Holcot Parish Council in the Church Rooms, Main Street, Holcot Northamptonshire, NN6 9SP on **Monday 21 May 2018** at 7 p.m. when the under mentioned business will be transacted.

AGENDA

- 18/93 **Elect Chairman:** to elect a Chairman and sign the 'Acceptance of Office' form.
- 18/94 **Elect Vice-Chairman:** to elect a Vice-Chairman and sign the 'Acceptance of Office' form.
- 18/95 **Apologies:** *to receive and approve apologies for absence.*
- 18/96 **Public address to the council:** *members of the public are invited to address the council. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their representation through the chairman of the meeting.*
- 18/97 **Minutes of the last meeting:** *to receive and approve for signature the minutes of the meetings held on Monday 16 April, and Tuesday 1 May 2018.*
- 18/98 **To receive declarations of interest under the Council's Code of Conduct related to business on the agenda:** *(members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business).*
- 18/99 **Council policies, procedures and regulations**
a) *To review and approve Councillor Responsibilities and Sectors*
b) *To review and approve the Standing Orders.*
c) *To review and approve the Code of Conduct*
d) *To review and approve the Risk Management Policy*
e) *To review and approve the asset register*
f) *To review and approve the Financial Regulations*

g) *To agree on meeting dates and times for the year*

18/100

Annual accounts for year ending 31 March 2018

- a) *To receive annual accounts report*
- b) *To approve the annual governance statement*
- c) *To approve the annual return accounts and accounting statement*

18/101

Data Protection

- a) *Review and approve data breach policy*
- b) *Review and approve data protection policy*
- c) *Review and approve records retention policy*
- d) *Review and approve subject access request procedure*
- e) *Appoint NCALC as DPO (Data Protection Officer)*
- f) *Chairman and Clerk to sign the agreement form between NCALC and Holcot Parish Council*
- g) *Councillors to sign compliance check list*

STANDARD ITEMS FOR REPORT AND DECISIONS

18/102 **Matters Arising (including matters arising from the Annual Parish Meeting)**

18/103 **New Parishioners**

18/104 **Review actions not covered elsewhere: receive reports on actions outstanding.**

18/105 **Correspondence: to agree response/action to correspondence received.**

ITEMS FOR DISCUSSION AND DECISION

18/106 **Crossroads maintenance: Cllr Buckle to present proposal following meeting with Cllr Gunnett.**

18/107 **Road Safety/Speed Limit Approach: Consider response following APM.**

ITEMS FOR REPORT AND DECISIONS ARISING

18/108 **Planning**

18/109 **Police Matters/Neighbourhood Watch: receive update.**

18/110 **Playing Field:**

- a) *Council to approve closure of playing field from 11 June for 3 days for adventure path installation.*
- b) *Latest fundraiser update.*

FINANCIAL CONTROL

18/111 **Insurance: Council to Pre- authorise a cheque for £ 797.79 to cover 2018/19 insurance, due for renewal on 1st June 2018.**

18/112 **Finance: to receive financial report, and approve payments below, totalling £2872.34**

Cheque No. 100955	Lisa Callan	Salary May	£187.84
Cheque No. 100956	Holcot Village Hall Association	Grant	£1000.00
Cheque No. 100957	PCC Holcot	Church/clock grant	£1200.00
Cheque No. 100958	Holcot Hub	Grant	£350.00
Cheque No. 100959	ICO	Data Protection fee	£40.00
Cheque No. 100959	DM Payroll Services Ltd	Administration of payroll services	£94.50

		(annual)	
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NEXT AGENDA

18/113 **Agenda:** *to request items for inclusion on the agenda for the next meeting.*

UPCOMING MEETINGS

18/114 Next meeting: 18 June 2018

Signed *L Callan*

Dated 15 May 2018